



WHITEHALL CENTRAL SCHOOL

AESOP PROCEDURES

Dear Employee,

In an effort to ensure that all attendance is recorded and reported accurately and in a timely manner, please follow the procedure below for recording absences in AESOP:

1. **ALL** teacher and administrator absences must be submitted to AESOP, this includes School Business, Conferences, Illnesses, Personal Time, Scoring, Vacation (if applicable), and IEP days.
2. If you leave early for **ANY** reason you must submit this to AESOP as well.
3. Even if you fall ill at 6:30 in the morning you must submit the absence to AESOP – *please also call your respective front office to let someone know of this absence.*
4. You are responsible for submitting your absences, **NOT** the secretaries, please do not ask the secretaries to put your absences in AESOP.
5. We have changed some of the features of AESOP so that you now have the option to pre-arrange and assign your substitute. You are responsible for contacting the substitute if you wish to pre-arrange coverage, AESOP will not call a substitute you have assigned in the system, it is your responsibility to confirm the coverage. Only substitutes that are NYS certified may be assigned

If you have any questions or need any further information, please contact me at extension 2025.

Thank you,

Heather McGee