

DEFIANCE CITY SCHOOLS

Review of the District's AESOP Directions

Creating Absences – You are able to enter absences in the AESOP system 24 hours a day, 7 days a week by one of the following two methods:

By using the internet you can enter an absence through the end of the school year.

By using the telephone you can enter an absence 30 days in advance. When entering an absence by phone, do not enter the month – AESOP already knows the month.

It's important that you receive a confirmation number (both by internet and phone). The confirmation number confirms that you have entered your absence correctly and completely.

Creating Absences for Extended Illness – You can enter up to five consecutive days. In the case of using five (5) or more consecutive days, a doctor's notice may be required. Stay in communication with your building principal on your condition.

Canceling an Absence – If the day requested is no longer needed, the employee is to delete the absence from AESOP. If a sub has been contacted, AESOP will contact the substitute to let him/her know he/she is no longer contracted for the day.

Approval of Absences – The building principal will approve the personal illness, illness in the family and death in the family absences. The superintendent must approve all professional and personal day requests. You can check AESOP to see if approval has been given to your request. You will know that the superintendent has approved your professional or personal day request if the approval is given by either: Super User or Admin. Defiance City Schools.

Customizing Hours – The only time an employee needs to customize work hours is if a partial day is needed. Be sure to double check that you're using the appropriate hours (e.g., 2:00 p. m. and not 2:00 a. m.).

When using the internet, remember that you are to include detailed notes when you request an absence for illness in the family or death in the family. Be sure to enter that information into the administrator's notes. We want the communications between you and the building administrator to remain open.

If you're using the phone to enter the absence, you still will need to contact the office with the relationship of the family member you're requesting to take off for. The office will enter that note into AESOP.

Teachers assigned to Multiple Buildings – You need to highlight all the buildings you'll be absent from on the given date. If appropriate, indicate a substitute is needed and click the next button. On the next screen you'll see where the buildings are showing for that date. Customize the hours for each building and after assuring all the information entered is correct, hit the save button. You will then receive your confirmation number.

Continue to use District Forms – You should continue to submit completed forms as appropriate for the leave request with your confirmation number noted at the top. The causes of absence forms are also to be completed, with the confirmation number, upon returning to work.

Change of Name, Phone and/or Address: Any change in an employee's name, phone and/or address needs to be submitted not only to your building, but also to Cathy Davis at 419-782-0070 or decity_so@nwoca.org.

Calamity Days – On 2 hour delays our substitutes will continue to listen to the local radio stations. If the district closes for the day, AESOP will be notified and in turn AESOP will call the substitutes scheduled for that day with notification that they have been removed from the job. All employees are reminded that it's a good safeguard to listen to the radio for updates.

Questions on AESOP – If you have questions regarding AESOP, you should contact Cathy Davis, AESOP Administrator, at 419-782-0070 or decity_so@nwoca.org.