ABSENCE MANAGEMENT (formerly “AESOP”) 

To log into ABSENCE MANAGEMENT (formerly “AESOP”) you can – 

A. Visit the district website at [www.fcusd.org](http://www.fcusd.org)
   - Select “FOR STAFF” tab
   - Select “ABSENCE MGMT”
   - Select “LOGIN PAGE” to enter district email / password

-Or-

B. Type in your web browser - [https://app.frontlineeducation.com](https://app.frontlineeducation.com)

Instructions:

1. **Create Absence**
   - Select lower tab labeled “Sign in with Organization SSO” and then enter full district email and password.

2. **Absence Reason**
   - Click on the drop down box and chose the reason for your absence.
   - Please review your contract for allowable absence reasons (Certificated or Classified)

3. **Time** - Customize time if needed

4. **Time Absent** - Enter duration time (example: 5hr 45min = 5.75hr employee)

5. **Click on CREATE ABSENCE**
   - Your absence is not complete until you receive a “Confirmation Number”.

If you are having difficulties entering an absence, please **FIRST see your site ADMIN ASST**.
If you are still having issues or have questions, please contact
- Amy García - (agarcia@fcusd.org / 294-9000 ext. 104406) Morning
- Ellen Zenobia - (ezenobia@fcusd.org / 294-9000 ext. 104413) Afternoon