

ABSENCE MANAGEMENT (formerly "Aesop")

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

- A.** Visit the district website at 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>

Instructions:

Select lower tab labeled "Sign in with Organization SSO" and then enter full district email and password.

1. Create Absence

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 Garcia - (agarcia@fcusd.org / 294-9000 ext. 104406) Morning
- ◆ Ellen Zenobia - (ezenobia@fcusd.org / 294-9000 ext. 104413) Afternoon