ABSENCE MANAGEMENT (formerly “Aesop”) EMPLOYEES ONLY

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

A. Visit the district website at www.fcusd.org
   - Select “FOR STAFF” tab
   - Select “AESOP”
   - Select “SUBMIT ABSENCE”

-Or-

B. Type in your web browser - https://login.frontlineeducation.com/sso/fcusd

Instructions:

1. Once your email has been authenticated, you will be automatically logged in to enter your profile and create an absence.

2. Create Absence

3. Absence Reason
   Click on the drop down box and choose the reason of your absence.
   - please review your contract for allowable absence reasons (Certificated or Classified)

4. Time - Customize time if needed

5. Time Absent - Enter duration time (example: 03:09 if a 3.9 hour employee)

5. Once you have completed your absence
   - Select – “Create Absence”
   - Wait until you receive a “Confirmation Number”. 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.
Only then, if you are still having issues please contact

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