Teacher Instructions
ABSENCE MANAGEMENT

SIGNING IN
- Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.
- The Sign In page will appear. Enter your ID or username and PIN or password and click Sign In.

RECOVERING CREDENTIALS
If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.
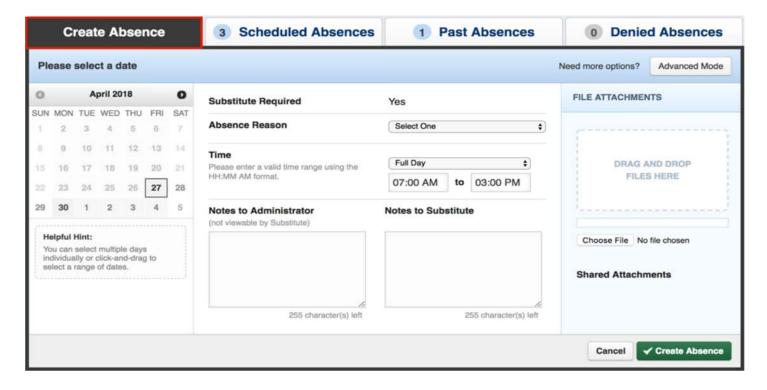
CREATING AN ABSENCE
You can enter a new absence from your Absence Management home page under the Create Absence tab.
- Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed.
- Make sure to include **FULL DAY, HALF DAY AM or HALF DAY PM** <u>only.</u>
- You can then click Create Absence.

VIEW LEAVE BALANCES
View your remaining leave balances by clicking on the Absence Reasons tab at the top of the webpage.

FOR ASSISTANCE: WEBSITE ISSUES IN CREATING AN ABSENCE
Please contact the Kelly Absence & Scheduling Team
(866) KEL-LY98 | kesscheduling@kellyservices.com

FOR ASSISTANCE: LEAVE BALANCES
Please contact Tammy Lutz, FWSU
tlutz@fwsu.org | (802) 370-3133 x114