

Barrington Public Schools
AESOP Employee Reference Guide
Recording Absences

Absence Reason	Person Responsible for Entry	Absence Instructions	Approval
Bereavement	Employee	Note relationship to decedent in "Notes to Administrator" text box.	Principal and Central Office
IEP Meeting	Employee	Note location of IEP in "Notes to Administrator" text box.	Principal and Central Office
Jury Duty	Employee	Submit copy of Notice to Appear for Jury Duty to Building Secretary	Principal and Central Office
Personal Day (1)	Employee	See Note (1) Below (Prior Approval may be required)	Principal and Central Office
PD - Curr Dev (Includes Grade Level Meeting)	Employee	Note purpose of activity in "Notes to Administrator" text box.	Principal and Central Office
PD - OTHER	Employee	Requires prior approval Note specific PD activity in "Notes to Administrator" text box.	Principal and Central Office
PD - EBEC	Employee	Requires prior approval Note specific PD activity in "Notes to Administrator" text box.	Principal and Central Office
Conference/ Workshop (2)	Employee	"HOLD" Status, Completed Conference/Travel Request Form and supporting material on the event. See Note (2)	Principal and Central Office
Field Trips (if Sub is required)	Building Secretary	Building Secretary will note Field Trip purpose and location in "Notes to Administrator" text box.	Principal and Central Office
School Business (includes Parent Conferences & Kindergarten screening)	Employee	Note specific school business in "Notes to Administrator" text box.	Principal and Central Office
Sick Day	Employee	No form required	Verified by Principal

Note:

(1) Written approval from the Superintendent is required for Personal Day request before or after a holiday or school vacation. Absence must be placed on a "**HOLD**" status. If approved "Hold" status will be released by Central Office

(2) Request must be submitted 3 weeks in advance. Absence must be placed on a "**HOLD**" status. If approved "Hold" status will be released by Central Office. **Employee should submit Conference Request Form along with any additional corresponding paperwork to Building Secretary.**