

Frontline Absence Management (Aesop) Overview: Teachers

What is it?

Frontline Absence Management (formerly known as and commonly referred to as Aesop) is the system our Archdiocesan schools use to manage substitute teachers and track teaching staff absences. As teachers, you can use this system as a way to upload lesson plans or notes for substitute teachers, as well as leave feedback for substitutes.

How do I get a Frontline Account?

- Your Principals (or other school administrator) should be sending me updated staff lists with your information
- You will receive an email from Frontline/Eugenia with your login information.
- If you do not receive this email by the time you need a sub, please reach out to Eugenia.
- If you were already in the substitute pool on Frontline, you can contact Eugenia to switch over your account to a teacher one.

What are best practices?

- It is very important to properly record your absences, because some schools rely on Aesop for tracking attendance.
- It is also very important to make sure that before you ask someone to sub for you they are in the substitute pool.
- Lastly, it's very important to properly record your absences and sub assignments, as it can affect the sub's timely and accurate payment as well as your own absence records.
- There should be a "Campus User" in your school office who can assist you with Frontline. It will be very helpful to learn who this person is in your building. There are there to help!

Questions?

Contact Eugenia Geisel
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