



COAST UNIFIED SCHOOL DISTRICT

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Chris Adams, Superintendent

DATE: August 2009

TO: Classified Employees

FROM: Karl Dearie, Assistant Superintendent

SUBJECT: Absence Reporting Procedures/New Address or Phone Number

This year we have some changes to how absences are reported. Instead of writing out an absence form you will be using a system called AESOP for reporting absences. AESOP can be accessed by either using a phone or by going on-line to enter your absence information.

www.aesoponline.com

or

800-942-3767

You will be given a personal login and PIN. Make sure you have your login and pin in an easily accessible place. Your supervisor will provide you with training dates and times.

Be sure to enter your absence into AESOP as soon as you know you'll be absent and then notify your supervisor. *All absences must be entered into AESOP and reported to your supervisor.*

Also, as a reminder, if you have a name, address or phone number change you must notify your supervisor and the district office within 5 days. It is important that we have current contact information on file for all employees in the event of an emergency situation.