

## Petaluma City Schools & Absence Management (*Formerly Aesop*)

Welcome to the Petaluma City Schools! Frontline Education provides our automated substitute service referred to as [Absence Management](#) (*formerly Aesop*). This service greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. It is available to you 24 hours a day, 7 days a week and can be accessed via both the internet and the telephone.

### **How do I interact with [Absence Management](#)?**

1. You can interact with [Absence Management](#) on the internet at

<http://www.aesoponline.com> or  
<http://www.frontlinek12.com/aesop>.

Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

2. You can also call [Absence Management's](#) toll free telephone #**1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

### **Important Notes:**

Your ID NUMBER is always your 10 digit telephone number.

Your PIN NUMBER was created by you when you completed your new hire paperwork with our district. You will receive an email introduction letter to confirm your PIN NUMBER as soon as we enter your information into [Absence Management](#). You can change your PIN NUMBER once you logon too.

\*When entering an absence in [Absence Management](#), please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

We recommend that you become familiar with [Absence Management](#) by going to the HELP tab and click on the Learning Center for more information.

Thanks for being a part of Petaluma City Schools!

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