

# Creating an Absence on Aesop

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Good Afternoon , Donald Duck

Messages

Currently Scheduled Absences for the Next 14 Days

Date	School	Absence Reason	Start Time
No Absences Found			

Status of Future Absences That Require Approval

CONF#	Absence Start	Absence End	# Of Absence Days	Status
No Records Found				

Questions

For assistance with the system contact your Canyons School Miller, at (801) 826-5427 or [shelly.miller@canyonsdistrict](mailto:shelly.miller@canyonsdistrict)

Interactive Calendar

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	(26)	27	28
29	30	1	2	3	4	5

School Closed Day  
 In-Service Day  
 Absence

- ▶ [Create an Absence](#)
- ▶ [Absence Reason Balances](#)
- ▶ [View My Schedule](#)
- ▶ [Absence Approval Status](#)
- ▶ [Absence App!](#)
- ▶ [Absence Files](#)

Click on "Create Absence"

Put in the date

Highlight your school

Reason

The time will default to the school time, otherwise put in time you want sub there

[Return To Homepage](#)

Creating an Absence: Duck, Donald

Start Date	End Date	School	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
04/27/2012 Friday	04/27/2012 Friday	Albion Middle 826-6700 Alta High 826-5602 Alta View Elementary 826-7602 Altara Elementary 826-7677	Excused Absence	Yes	Full Day	08:50 AM	03:50 PM

Sun Mon Tue Wed Thu Fri Sat

Create Absences on these days of the week within the date range specified above

Click "Next" Next > Cancel

Now, In "Notes to Sub" add what you would like.

"Notes to Admin" put in sub code if it is an "Excused Absence", otherwise, put in something that explains why you are gone.

Now you need to click... "Save" or "Save & Assign". If you click "Save & Assign" you need to call and assign your own sub; "Save" I will do it.

Creating an Absence: Duck, Donald

Save Save & Assign Cancel

Date	School	Absence Reason	Absence Type	Start Time	End Time
04/27/2012 Friday	Albion Middle 826-6700	Excused Absence	Full Day	08:50 AM	03:50 PM

Notes To Substitute:  
(Maximum length is 255 characters.)  
231 Characters Left  
Sub plans are on my desk

Notes to Administrator (not viewable by Substitute):  
(Maximum length is 255 characters.)  
246 Characters Left  
Code 7860

School Default Information:  
Not used for multi-location employees.

**Assign a substitute for Conf#: 86102148**

[Return to Absence Modify](#)

This Absence was entered (0 Days, 0 Hours, 0 Minutes) ago.  
0 % of the lead time (0 Days, 18 Hours, 40 Minutes) has elapsed.

**NOTE: It is your responsibility to communicate with the substitute of your choice to ensure that they are willing to accept the assignment before you assign them. Canyons School District will not notify the substitute automatically.**

Please type the first few letters or choose a [link](#) from the list below.

[A-B-C-E-F-H-I-L-M-O-P-R-S-V-W-Z](#)

I clicked "Save & Assign"

**READ**

I choose the name of the sub that I spoke with and clicked on "Search"

**NOTE: It is your responsibility to communicate with the substitute of your choice to ensure that they are willing to accept the assignment before you assign them. Canyons School District will not notify the substitute automatically**

Please type the first few letters or choose a [link](#) from the list below.

Now click on "Assign"

Name	Assign
Mouse, Mickey (No Rating) Phone:(801) 815-7640	<a href="#">Assign</a>

**YOU ARE DONE!!!!**

**Modify Absence**

**CONF#:** 86102148 **Attac**

**Employee:** Donald Duck

**School:** Albion Middle 826-6700

**Created On:** 4/26/2012 2:10:48 PM

**Last Update:** 4/26/2012 2:15:40 PM

**Status:** Filled

**Substitute Required:** Yes

**Fulfilled By:** Mickey Mouse (No Rating)

**Employee Hours Per Day:** 8

Date	School	Absence Reason	Absence Ty
04/27/2012 Friday	Albion Middle 826-6700	Excused Absence	Full Day

**Notes To Substitute:**  
Sub plans are on my desk

**Notes to Administrator (not viewable by Substitute):**  
Code 7860