

**PROCEDURE TO OBTAIN AND RELEASE SUBSTITUTES**

It is self-evident that the education of students is the paramount purpose of the district. Substitutes are needed in order to carry out this objective. In the absence of certain staff, substitutes must be provided. The procedure which follows outlines the steps to be taken by employees who must request or release substitutes.

**Procedure**

Your absence must be reported to the Aesop absence verification system by calling (800) 942-3767, or by logging on to the district Aesop website at [www.aseoponline.com](http://www.aseoponline.com). If you require a substitute, you must indicate that one will be required.

The Personnel Assistant / Substitute Caller will be on duty at 7:00 a.m. for assistance if the absence verification system is not available. Please call (619) 258-2242 and clearly provide your name, work location, reason for absence, and probable duration of absence. The name should be repeated at the end of the message.

Employees reporting an absence to the absence verification system should follow directions provided by the recorded information or on the website. Changes to an absence must be reported on the absence add/delete/change form and approved by your supervisor in keeping with district leave policy. (See AR 4121.3, 4221.3)

Only substitutes who have been in-serviced and approved through the Human Resources Department will be utilized as substitutes in the district.