LINCOLN
CONSOLIDATED SCHOOLS

TO : NEW HIRE

FROM: AESOP ATTENDANCE COORDINATOR

RE: ABSENCE AND CALL-IN PHONE PROCEDURES

This automated system is called AESOP (Automated Educational Substitute Operator) and it is designed to track and record absences and finding substitutes (if needed). In order to create an account for you, some vital information is needed.

Please provide the following:

NAME:_____ EFFECTIVE DATE:_____

POSITION:_____ BUILDING:_____

SS#:_____ PHONE #:_____

You will be notified with instructions to access the system via internet or by phone. If you have any questions, feel free to contact me at (734) 484-7042 or you may email me at russell@lincolnk12.org.

Welcome to Lincoln Consolidated Schools.

/dwr