

Peoria Public Schools District # 150



8/5/13

Dear EMPLOYEE,

We have the pleasure of notifying you that Peoria Public School District # 150 has implemented a new automated service that will greatly simplify and streamline the process of recording Absences and finding Substitutes.

The service will be available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet at <http://www.aesopeducation.com>, or by way of a Toll Free automated Phone line.

How do I register with the system?

1. Simply dial 1-800-942-3767 (1-800-94-AESOP).
2. Enter your Identification (ID) and Pin numbers. The information is as follows
(Please notify the central office if your identification number listed below is not correct.)

- ID number – your phone number with area code
- Pin number – last four digits of your social security number

3. Once you are logged in the system, you will be given prompts for the various menu choices.

When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as the system will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

You may also access the system on the Internet at <http://www.aesopeducation.com>. Here you will be able to enter absences, check your Absence schedule, update personal information, and exercise other features. If you have any questions, concerns, or comments; please feel free to contact the central office at (309) 672-6770 or at support@aesoponline.com.

Thank you,

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