



I am a **TEACHER** and  
**I NEED AN ABSENCE!**

Is this COVID-19 Related?  
(Possible Exposure and/or Symptoms?)

**NO**

**YES**

Enter your absence request into AESOP as you normally would. e.g. Sick, personal, bereavement...

**NOTIFY** your School Nurse, Supervisor, and Principal!!

**ENTER** Sick Time > CV19 in AESOP



**COMPLETE** this required **FORM**

Do you need a Substitute?

**NO**

**YES**

I work from home with DL students but I am unable to work today.

- Post asynchronous work
- *Sick time is applied*

I can work from home; my students are on DL.

- Jenn Gonzalez will enter QWFH
- No sick time is applied

I can work from home, but my in-person Hybrid students need coverage.

- Jenn Gonzalez will enter QWFH
- Absence is posted
- No sick time is applied

I am sick. I cannot work in person.

- Absence is posted for a sub
- *Sick time is applied*



DONE!



DONE!



DONE!



DONE!