



Kendall County Special Education Cooperative

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www.kcsec.org

To: All KCSEC Staff
From: Lynda Shanks, Director
Re: Attendance
Date: September 1, 2010

Have you signed into AESOP and verified that all your information is correct. . . your building and daily hours? If not, please do so ASAP! Please take the time when you create an absence to leave NOTES TO THE SUBSTITUTE. . .that include a brief description of your daily duties. . .ie lifting. . . Remember, if you would like, you can upload lesson plans (teachers) or more detailed information for your convenience.

Please make sure that you enter your absence requests in AESOP in a timely manner.

It is requested that Personal days be requested two weeks in advance when known. If two weeks is not possible, then please put in AESOP ASAP. If there is less than 24 hours notice you are required to call the KCSEC office and speak to Jeanne or myself.

Some reminders. . .personal days should not be taken before or after a school holiday. No decision will be precedent setting. If you are requesting a personal day prior to or after a holiday you will be asked to give a reason.

You are allowed two personal days per school year. These are included in the sick days that you are given at the beginning of the year. If you require up to one additional day, this request can be made directly to me with a reason.

Personal days are to be used for personal business that cannot be conducted outside of your work hours.

Thank you for your attention to personal day requests.