

We have the pleasure of notifying you that ESS utilizes an automated absence management system! This greatly simplifies and streamlines the process of recording and managing absences, in addition to locating qualified substitute teachers. This service is called Absence Management. The Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

Your Login ID and Password for accessing Absence Management are as follows:

Login ID: Your School Email Address

Password: Emailed to your school email account. If you do not have not receive this information, please contact Jerome.

### **How do I interact with Absence Management?**

1. You can interact with Absence Management by clicking on the link on the school website under Staff/Faculty Resources. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Absence Management toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

### **Important Notes:**

- Upon your initial log in, please check your personal information to ensure accuracy. You can change your phone number and email address if necessary by logging in and selecting "Change Personal Information".
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.
- District employees will be required to enter their own absences. The advantage of Absence Management is that it is extremely user-friendly and enables users to quickly enter absences. Absence Management also makes it simple to self-recover your password via the website in the event you misplace it.

If you have any questions, concerns, or comments; please contact ESS at [SupportEast@ess.com](mailto:SupportEast@ess.com) . We are confident that you will find the Absence Management experience beneficial and enjoyable!