

## Aesop Process for Professional Learning Planners

Employees are responsible for entering their own requests for professional learning absences.

Please follow this procedure when planning professional learning meetings and activities for one or hundreds of employees.

- 1) Send a list of participants to the appropriate Approver listed on the table below. Include the date(s) of the meeting(s) and a brief description of the professional learning activity.
- 2) Inform the participants to enter the request for leave in Aesop using the appropriate Absence Reason from the table below.
- 3) Remind participants that if they have prearranged with a sub to cover the absence, they **MUST** list that sub's name in the

**Notes to Administrator (not viewable by Substitute)**

section (it's in blue text).

Employees cannot assign a sub using these reason codes.

The Approver will assign the sub after approving the leave request.

Absence Reason	Paid By	Approver
10-AEA Business Lv	District	Sub Office
26-AGATE	Grants	Grants
33-Grants	Grants	Grants
34-Math Sci Partners	Grants	Grants
35-Tiered Intervent	Grants	Grants
36-ELA-ELPA	ELA	ELA
37-Title III	Grants	Grants
56-Assessment Duty	Division of Accountability and Research	Accountability and Research
82-DOI Mentor Req	Division of Instruction	Instruction
83-DOI Article 20	Division of Instruction	Instruction
84-DOI Article 21	Division of Instruction	Instruction
85-DOI DistTchrLdr	Division of Instruction	Instruction
86-DOI Paras	Division of Instruction	Instruction
87-DOI MONDO	Division of Instruction	Instruction
88-DOI Supt. Req	Division of Instruction	Instruction
89-DOI LabClassrooms	Division of Instruction	Instruction
90-DOI DistCoach Req	Division of Instruction	Instruction
91-DOI CurriculumReq	Division of Instruction	Instruction
92-DOI Inst. Req	Division of Instruction	Instruction
93-DOI ProfDevGen/Oth	Division of Instruction	Instruction
94-Title One	Title I	Title I
95-Sp Ed Staff Dev	Exceptional Student Services	Exceptional Student Services