

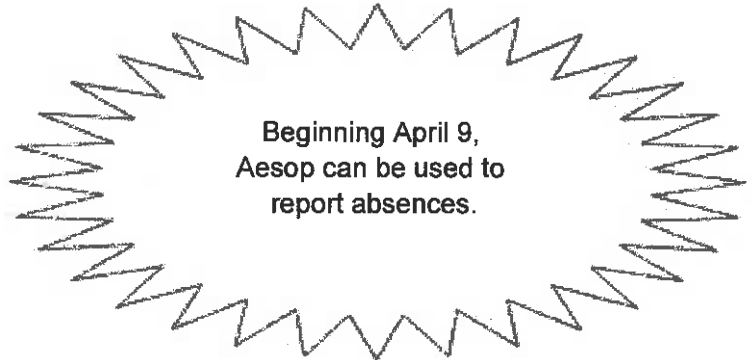


# Valley View Public Schools

Executive Director for Human Resources

Shar on Hawks

755 Dalhart Avenue  
Romeoville, IL 60446  
Phone: 815-886-2700  
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March 23, 2016



Dear

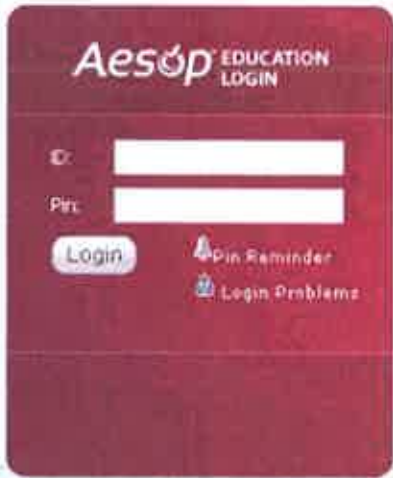
We are writing to inform you that **effective April 11, 2016**, Valley View School District will be utilizing Aesop for absence management and substitute placement. Valley View School District moved from Subfinder to Aesop due to the acquisition of SubFinder by Frontline Technologies, the providers of Aesop. The services that Aesop provides are very similar to SubFinder, including the availability of the software 24 hours a day, 7 days a week via phone and internet.



### How do I interact with Aesop?

- 1. You can interact with Aesop on the internet at this address:  
<http://www.aesoponline.com>

Here, you will be able to change your pin, enter absences, and exercise other features such as uploading your lesson plans for substitutes to view online.



Your ID:  (Your Employee ID followed by "88" which is "VV" on the phone keypad)  
Your Pin:  (Please change on first login) †  
Your Phone:  (Needed to retrieve lost PIN#. Correct with HR if necessary)

- 2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features of your Aesop account. **We recommend that you call in now to check the computer recording of your name and title.**

\*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 absence entry is not complete until you receive a confirmation number.**

For additional information, such as answers to frequently asked questions and how to access training videos about Aesop, please review the additional information enclosed with this letter.

Regards,  
S. Sharon Hawks  
Sharon Hawks  
Executive Director for Human Resources