

Dear Crawford Central School District staff members,

We are excited that Kelly Educational Staffing (KES) has been chosen to provide substitute teachers for our school district as of 4/6/15. As part of this program, we will be implementing the Aesop system, which allows you to log absences via the Internet or phone—24 hours a day, seven days a week. You will use the Aesop system to enter absences, even if a substitute is not required. Individual logins be provided to you prior to the go-live and you are required to view the Aesop training even if you have previously used the Aesop system.

To view the Aesop training, please click on the link below to access the training video. The run time for this video is approximately 19 minutes. You may go back and review all or part of this training at any time. Please do not share this link with anyone outside of your school.

[Aesop Training Video](#)

For your reference, please see attached reference documents:

- Aesop employee quick start guide
- KES contact information sheet
- Substitute evaluation form (please feel free to provide feedback on substitute performance at any time, either by submitting this form or simply calling/emailing the Kelly team)

***Please note: You will have access to the KES Aesop site on March 16th. At that time, you will begin to enter all absences that begin on or after April 6th into the new KES Aesop site (not the school district Aesop site). Kelly will move any absences currently in the school district's Aesop site that start on or after 4/6 over to the new KES Aesop site.***

Please feel free to contact the local Kelly Educational Staffing office with any questions (814.882.8054 or [5118@kellyservices.com](mailto:5118@kellyservices.com)). Thank you!