These attendance reporting procedures have been designed to assist BOCES and the component school districts in maintaining accurate attendance records. These procedures apply to ALL BOCES EMPLOYEES.

A. GENERAL PROCEDURES

1. REPORTING TO THE SUBSTITUTE TEACHER REGISTRY

The Substitute Teacher Registry maintains all daily attendance records.

ALL absences from regular work assignments must be reported to the Substitute Teacher Registry PRIOR to the absence. Absences are defined as:

- Association Business
- Bereavement Leave
- Birth in Immediate Family
  (with expenses that are not part of the regular work assignment)
- Conferences or Workshops
- CSE Meeting
- Emergency Personal Business Leave
- IEP/Parent Conference
- Jury Duty
- Leave Without Pay
- Military Leave
- Personal Business Leave
- Personal or Family Illness
- Religious Observance
- School Business
- Teaching Assistant Subbing for Teacher
- Vacation
- Worker's Compensation

If the absence is for an extended period of time (longer than three days), the immediate BOCES administrator must also be notified.

2. CHANGE IN SCHEDULE

Staff with a temporary change in schedule or work location must notify the immediate BOCES administrator. Staff with a permanent change in schedule or work location must notify the immediate BOCES administrator and the Substitute Teacher Registry.

3. PRIOR ADMINISTRATIVE APPROVAL

Prior administrative approval is required for any absence other than personal illness or family illness. The Request for Approval of Absence or Request for Approval of Conferences, Meetings and Workshops and Expense Reimbursement form is used for this purpose. (See Section C)

4. DAILY ATTENDANCE VERIFICATION

It is each staff member’s responsibility to sign-in and out at each building location to which he/she is assigned or to use the daily attendance verification that is in effect in the building.
5. **LOCAL SCHOOL DISTRICT ASSIGNMENTS**

Staff assigned to local school district buildings will follow the attendance reporting procedures established by the principal of the building as well as the BOCES procedures.

6. **ITINERANT TEACHERS**

   a. Itinerant teachers will notify both local district administrators at their assigned schools and the Substitute Teacher Registry of any absence.
   
   b. Changes in schedules must be reported to local district administrators, as well as the immediate BOCES administrator.
   
   c. For any absence other than personal or family illness, local district administrative approval will be obtained in writing on the Request for Approval of Absence form or the Request for Approval of Conferences, Meetings and Workshops and Expense Reimbursement form before submitting to the immediate BOCES administrator.

**B. CONTACTING THE SUBSTITUTE TEACHER REGISTRY**

1. Staff must report absences by phone according to prescribed instructions provided in Annual Staff Notifications packets and at the new staff intake:

   **ONLINE:** [http://aesoponline.com](http://aesoponline.com)

   **TELEPHONE:** Aesop Automated Calling System (24 hours a day/7 days a week):
   1-800-942-3767

   Teacher Registry Help Desk (5:45am - 4:00pm): 746-3375 or 581-3375

2. Reporting an absence:
   a. Staff must follow directions outlined in the Aesop Employee Instructions pamphlet.
   b. Absences may be reported anytime during the current year for all future dates within that year.
      1) For staff assigned to instructional programs, absences must be reported no later than 6:30am on the date of the absence whether or not a substitute is required.
      2) For staff assigned to second and third shift, absences must be reported no later than 1.5 hours before the beginning of the shift on the date of the absence, to both the registry and the immediate supervisor whether or not a substitute is required.

   **If the Aesop System will not accept an absence reported late, staff must call the Help Desk and their immediate supervisor.**

3. **HALF-DAY SUBSTITUTES**

Requests must be made at least 24 hours in advance unless it is an unplanned absence. (Half day substitutes are very difficult to locate.)

4. **EXTENDED ABSENCES**

One report can be made at the on-set of an extended absence to indicate the entire period of the absence (beginning and ending dates must be given). This helps to ensure continuity of the substitute.

5. **OPEN POSITIONS**

Administrators securing substitutes for open positions or reporting a staff member’s extended absence must follow the procedures as outlined in Section B, paying specific attention to identifying beginning and ending dates.
C. **ADMINISTRATIVE APPROVAL**

The appropriate form(s), as identified below, must be completed for any absence other than personal illness or family illness. Forms must be submitted for approval to the immediate BOCES administrator PRIOR to the absence, as soon as the dates are known (refer to the Negotiated Agreement for timelines).

Itinerant staff must obtain local district administrator approval prior to submitting the form to the immediate BOCES administrator.

1. **REQUEST FOR APPROVAL OF ABSENCE FORM (see Attachment B)** - *Prior administrative approval required.*

   To be used for:
   - Personal Business Leave (including Emergency Personal Leave)
   - Bereavement Leave
   - Birth in Immediate Family
   - Jury Duty (Summons must be attached)
   - Religious Observance
   - Association Business
   - Military Leave
   - Leave Without Pay
   - IEP Days
   - CSE Meetings

2. **REQUEST FOR APPROVAL OF CONFERENCES, MEETINGS AND WORKSHOPS AND EXPENSE REIMBURSEMENT (see Attachment C)** - *Prior administrative approval required. Submit to immediate supervisor at least two (2) weeks in advance.*

   To be used for:
   - Educational visits
   - Conferences
   - Workshops
   - Special meetings, which require expense reimbursement
   - School Business

Approved/Revised: 9/4/2013