Step 1. Submit the Staff Absence Jot Form which serves as notification to the following:
   a. Your appraiser
   b. Our substitute-teacher coordinator
   c. Business Manager and Payroll Time Recorder

Step 2. Enter your leave time in One Source in the Employee Self Service portal

Step 3. Teachers & TAs Only: For “After Normal Business Hours” Requests
If you are requesting absence for the next school day and it is after-hours (3:30 PM – 5:30 AM Monday through Friday or anytime during weekends/holidays), you must enter your own substitute request in Frontline Absence Management (formerly Aesop). Click HERE for a tutorial on how to set up your account and request a substitute.

Click HERE for full-length version of the Westside Staff Absence and Substitute Request Policy.