

## FORMS NEEDED FOR ABSENCES - TEACHERS

AESOP (Frontline) and Optigate are Online Forms

MTA Leave and MTA Day forms are Paper Forms

<b>ABSENCE TYPE</b>	<b>WHAT MUST I COMPLETE?</b>
Sick Day	AESOP (Frontline), Optigate
Medica/Dental Appointment	AESOP (Frontline), Optigate
Mammogram / Prostate Screening	AESOP (Frontline), MTA Leave Form, Proof of Attending Appointment
Emergency Leave	AESOP (Frontline), MTA Leave Form
Birth of Child	AESOP (Frontline), MTA Leave Form
Bereavement	AESOP (Frontline), MTA Leave Form
MTA Day	AESOP (Frontline), MTA Personal Day Form (Contact Mr. Byrne)
Personal Day with Reason	AESOP (Frontline), Optigate (Make sure you enter reason)
Personal Day without Reason	AESOP (Frontline), MTA Leave Form
Personal Day without Pay	AESOP (Frontline), MTA Leave Form
Jury Duty	AESOP (Frontline), MTA Leave Form
COVID Quarantine	AESOP (Frontline), MTA Leave Form, Quarantine Notice and Release
COVID Isolation	AESOP (Frontline), MTA Leave Form, Isolation Notice and Release
Conference Day	AESOP (Frontline) if Needed, Conference Day Form
IEP Day	AESOP (Frontline), Conference Day Form
Athletic Contests as Coach (sectionals, state championships, etc.)	AESOP (Frontline), Conference Day Form
Union Committee Days (Per Contract)	AESOP (Frontline), Conference Day Form
Maternity/Adoption Leave	Letter to the Superintendent
Child Rearing Leave	Letter to the Superintendent
Leave of Absence	Letter to the Superintendent
Military Leave	Letter to the Superintendent