Substitutes Services Resources

Kelly Educational Staffing (KES) Scheduling Team: 855-535-5955 (5am-8pm), kesschedule@kellyservices.com
- Creates, edits, updates sub requests in Aesop
- Provides support for Aesop login issues

Aesop (Sub Request System): [www.aesoponline.com](http://www.aesoponline.com) or Substitute Services button in SDP employee portal

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Creating a Substitute Request:

Call/email KES Scheduling Team (855-535-5955) with your name, date of absence, absence reason, hours

or

Log into Aesop: [www.aesoponline.com](http://www.aesoponline.com)
- Click on “Create Absence” and complete absence details
- Use “Custom Time” to adjust hours of substitute assignment
- Add “Notes to Substitute” for details like class size, grade level, additional resources

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Recovering Aesop login information
- All SDP employees receive an email upon hire with Aesop username and PIN; your username is your employee ID number, including the 5 leading zeros (eg. 00000xxxxx)
• KES Scheduling Team can also provide login information/forgotten PIN: (855) 535-5955