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## **FAQ for Employees & Substitutes**

Why did YCSD replace SubFinder?

The hardware and software purchased and maintained by the division for SubFinder has reached end-of-life status. Rather than investing resources in purchasing new equipment to continue hosting the program, the division began investigating alternate options.

What are the benefits of Aesop compared to SubFinder?

Aesop is hosted entirely in the Cloud, reducing the division's long-term commitment to purchasing and maintaining equipment. In addition, Aesop can use thousands of phone lines to reach potential substitutes, as opposed to using YCSD phone lines as SubFinder did. This opens the opportunity to contact substitutes with phone numbers outside the 757 area code.

What will happen to information we have entered in SubFinder?

Information entered into SubFinder, such as substitute preference lists, will be converted to Aesop. This conversion will take time so some information will not be immediately available during the transition, but every effort will be made to make a seamless transition and reduce the impact on school staff.

How do I arrange for a specific substitute?

You may have a few people in mind to fill your position during your absence. If that is the case, call the sub that you want, obtain his/her commitment to fulfilling the job. Once the sub has agreed to fill your job, you will create your absence on AESOP, selecting "yes or no" when asked if sub needed. Next you will click the box "SAVE and ASSIGN", which takes you to a screen to select which sub and their phone number. Click "assign" next to the sub's name, and the system will automatically put that sub in for you. CAUTION....this option should only be used if you have received a firm commitment from the sub you are assigning that they will fulfill this job. The system WILL NOT call the sub, and no reminders will be sent.