

# Batavia City School AESOP Sub System Preference List

Name: \_\_\_\_\_ Tenure Area: \_\_\_\_\_ Date: \_\_\_\_\_

AESOP Phone #: 1-800-942-3767  
AESOP online URL: <http://www.frontlinek12.com/Products/Aesop.html>

**Please return this form to  
the Main Office**

Administration, BTA and the Batavia Clerical Union have given faculty and teacher aides the option of selecting a **Preference List** to be used in Aesop. All faculty members are expected to use this form to identify their preference list. If there are substitutes available that are certified in the teacher's tenure area, then that teacher must include at least 3 of those certified substitutes. Teacher Aides are also expected to use names from the attached "District-Approved Teacher Aide Sub List". Faculty and teacher aides may choose up to ten (10) substitutes to be used on their **Preference List**. **ALL Preference Lists are subject to Principal approval.**

When reporting an absence in Aesop, the subs on your **Preference List** will be called first. If no subs from the preference list are available, Aesop will contact other subs from the approved list in a rotational order. **Preference Lists** will be used in place of Prearranged Subs.

### **My Preference List (in tenure area):**

1. \_\_\_\_\_ (certified in tenure area)
2. \_\_\_\_\_ (certified in tenure area)
3. \_\_\_\_\_ (certified in tenure area)

### **My Preference List (in tenure area or not in tenure area):**

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Setting up a Preference List is optional, if you are not interested in submitting a personal Preference List, please check the box below and return this form to the Main Office.

**Not interested in setting up a Preference List at this time.**