How do I Enter an Absence?

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3 months ago · Updated

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Just The Basics (Quick Create)

1. Login to the Red Rover Website app.redroverk12.com.

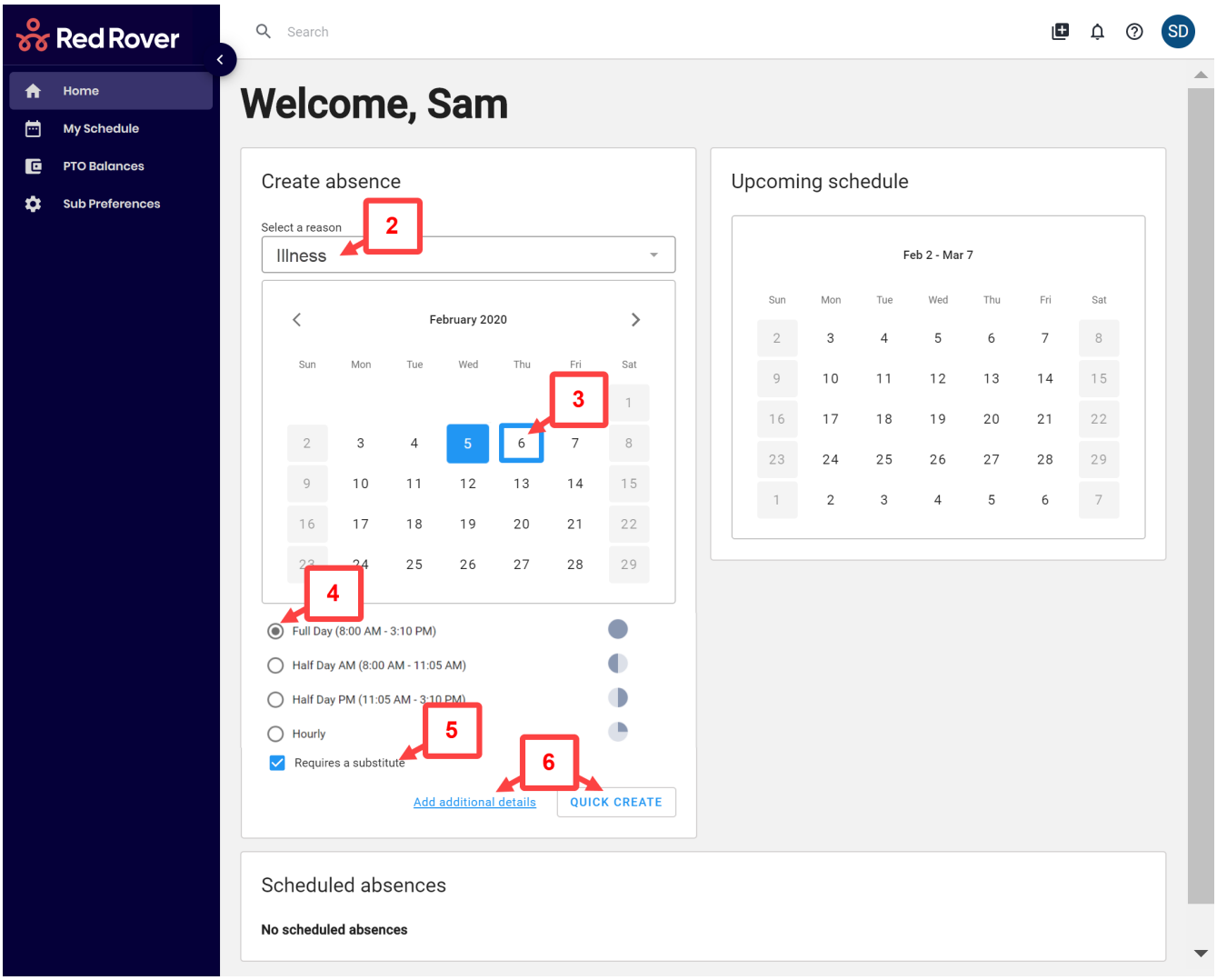
2. In the Create Absence pod, click the **Select a Reason** dropdown, and select the reason for your absence. *(The options in the "Select a reason" dropdown may vary by each school district.)*

3. Left-click on all of the dates of your absence.

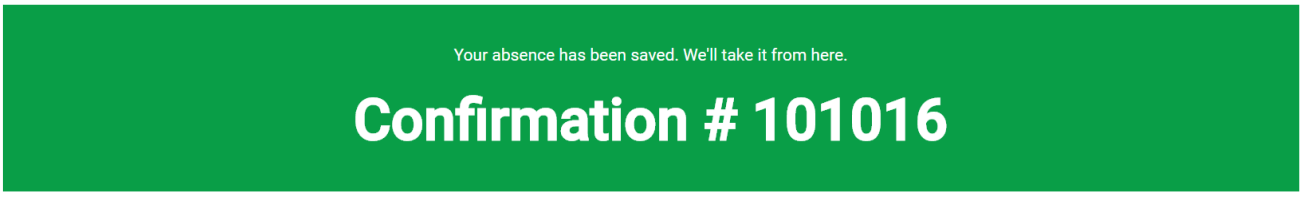
4. Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence. *(Not all districts permit hourly absences.)*

5. If necessary, choose whether your absence will require a substitute.

6. Finally, choose **Quick Create** to submit your absence or select **Add Additional Details** to further select additional options *(explained below)*.



If you've chosen **Quick Create,** that's it. You will receive your absence confirmation number and Red Rover will take it from there!



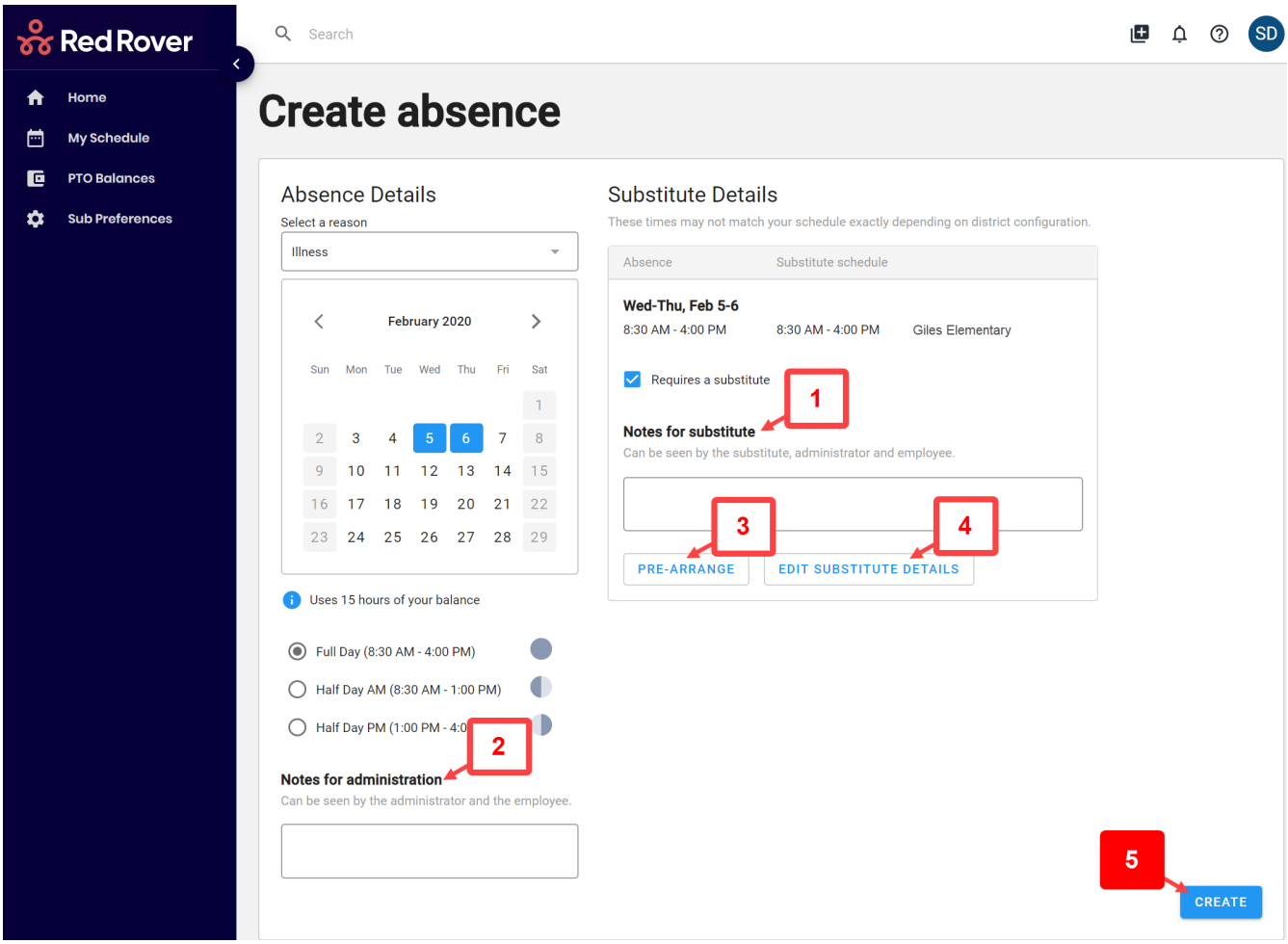
The "Add Addition Details" Options

*(All fields are optional other than the **Create** button. Always be sure to **CREATE** the absence, see step 5)*

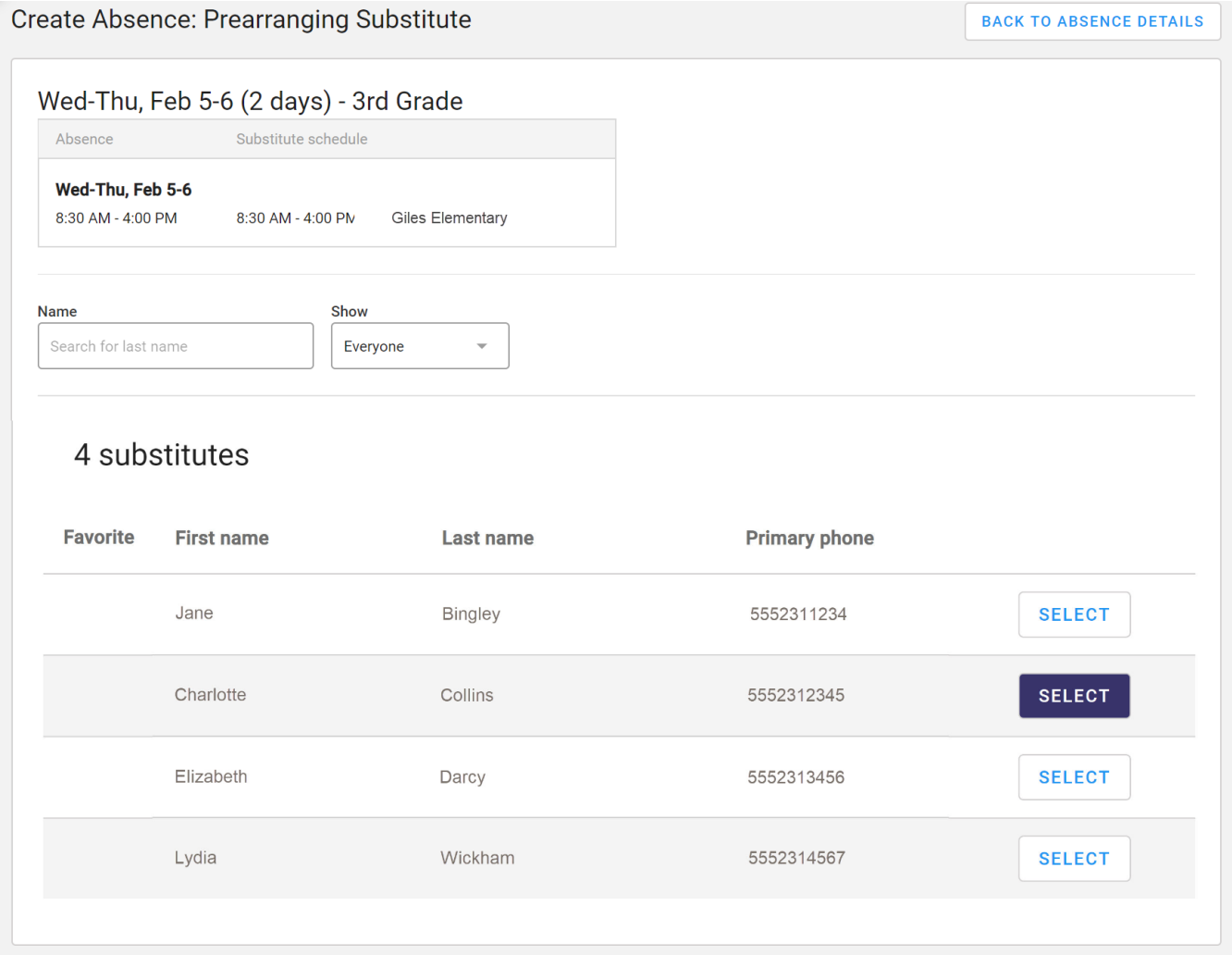
1. You can leave notes to the substitute. "Please feed the fish." "Lesson Plan's are in my top drawer." These notes are visible to you, the substitute, and any administrators viewing the

absence.

2. Red Rover will also allow you to leave notes to the Administrator. These notes are only visible to yourself and any administrators viewing your absence. **Note:** Some absence reasons will require Notes for the Administrator. This field will be highlighted in red if the absence reason you selected requires these notes.

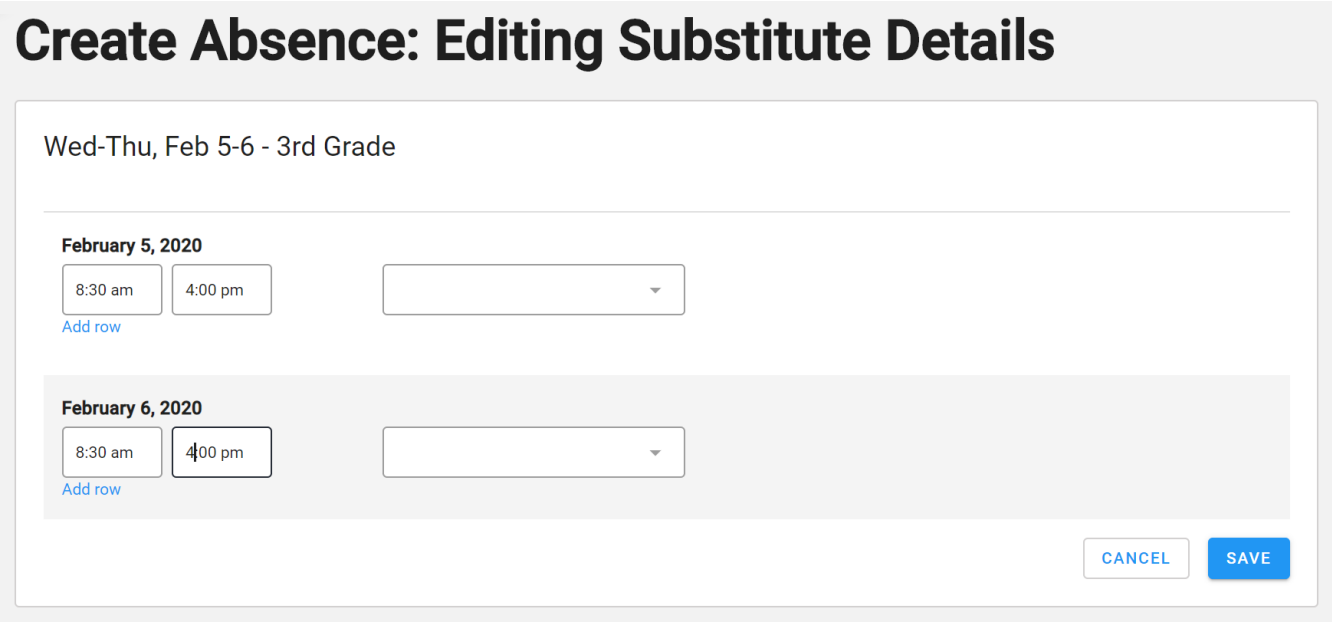


3. Some employees will have the option to **Pre-Arrange** a substitute for their absence. To do so, click the **Pre-Arrange** button.



Red Rover will provide you with a list of the substitutes qualified and available for your position. Before selecting a substitute, please contact them to confirm they are aware and would like to substitute for your absence. For your convenience, Red Rover provides the substitutes' phone numbers on the Pre-Arrange page. Once you have confirmed the details with your desired sub, simply press the **Select** button.

4. Some employees will also have the ability to "**Edit Substitute Details**."

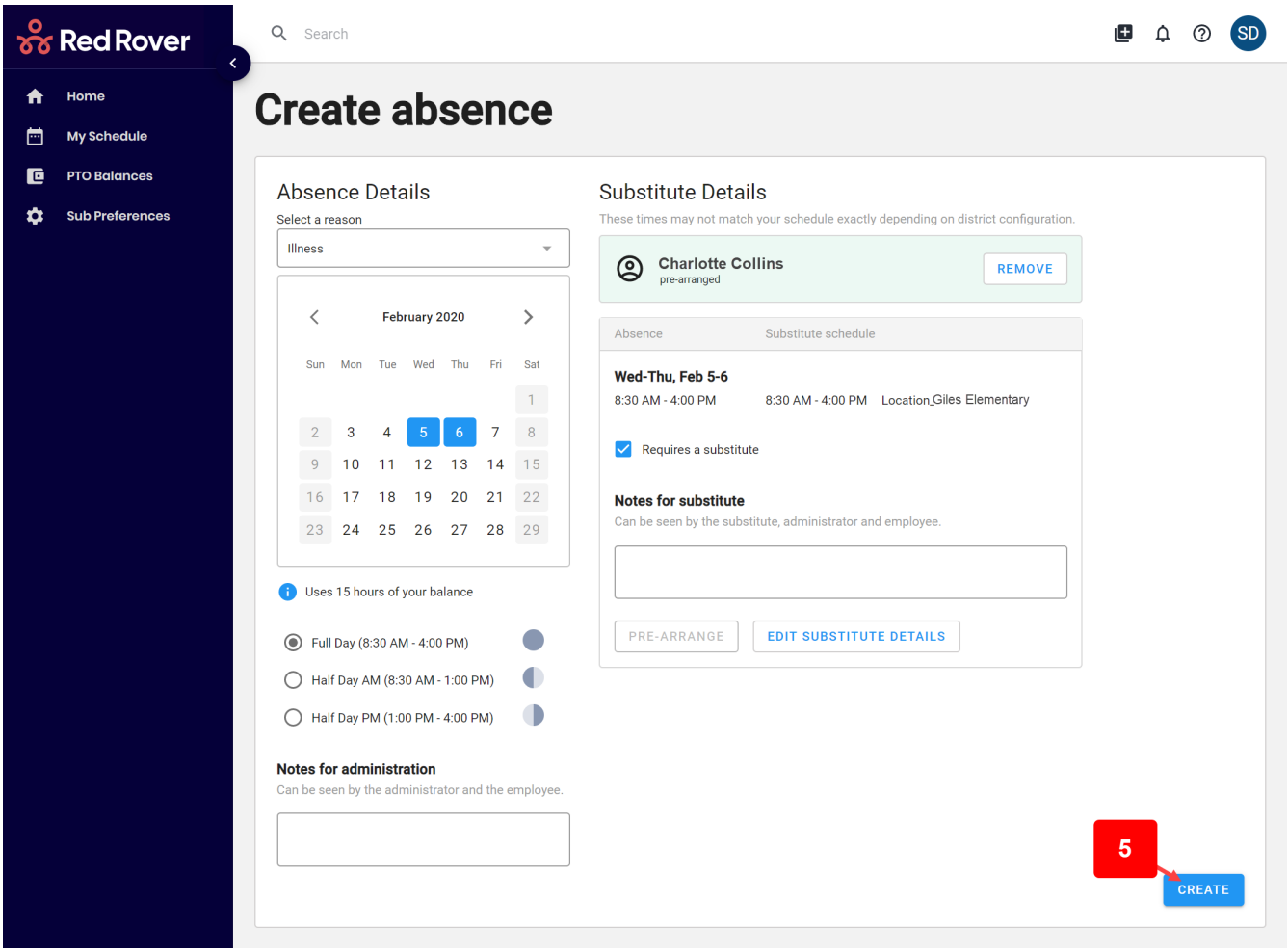


If the district allows, Red Rover will allow employees to adjust the times and locations of the substitute's job without impacting the times of the employee's absence. Some examples could include:

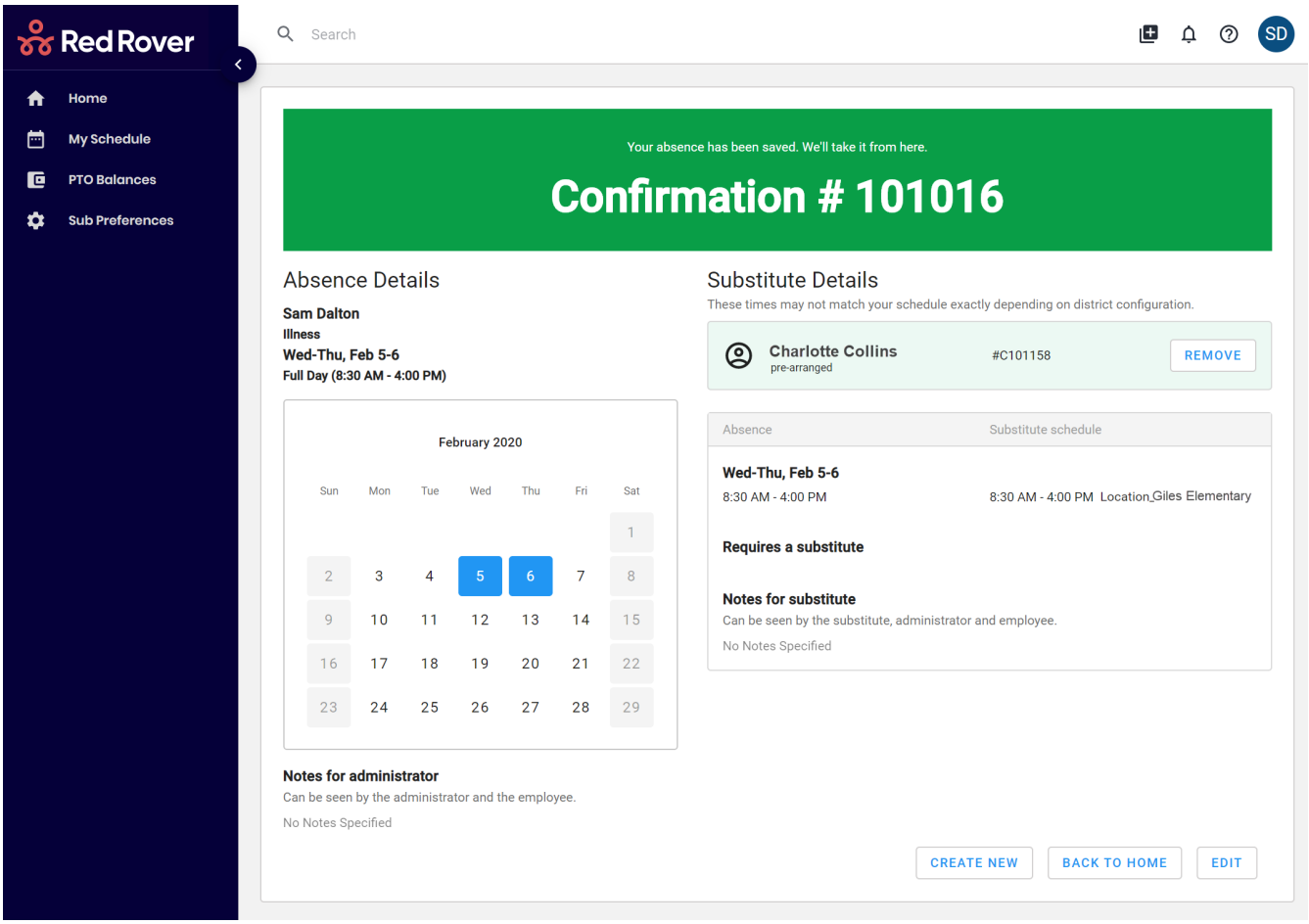
- a full day absence that only requires a substitute for half of the day.
- any absence in which the substitute's times/locations do not match the employee's standard times/locations.

If any changes are made, be sure to click the **Save** button.

5. Last, but most important, be sure to click the **Create** button anytime using the "Add Additional Details" Screen.



Important: You are not finished until you see that you have a confirmation number associated. Once you have that confirmation number, you will see the absence show up on your schedule.



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