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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)*.

Red Rover

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Welcome, Sam

Create absence

Select a reason **2**

Illness

February 2020

Sun Mon Tue Wed Thu Fri Sat

2 3 4 5 6 7 8 1

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

4

Full Day (8:00 AM - 3:10 PM)

Half Day AM (8:00 AM - 11:05 AM)

Half Day PM (11:05 AM - 3:10 PM)

Hourly

Requires a substitute **5**

6

[Add additional details](#) **5**

QUICK CREATE **6**

Upcoming schedule

Feb 2 - Mar 7

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Scheduled absences

No scheduled absences

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

Your absence has been saved. We'll take it from here.

Confirmation # 101016

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.

The screenshot shows the 'Create absence' interface in the Red Rover system. The interface is divided into two main sections: 'Absence Details' and 'Substitute Details'.

Absence Details:

- Select a reason:** A dropdown menu with 'Illness' selected.
- Calendar:** A calendar for February 2020. The dates 5th and 6th are highlighted in blue.
- Balance:** A notification states 'Uses 15 hours of your balance'.
- Day Type:** Three radio button options are present:
 - Full Day (8:30 AM - 4:00 PM):** Selected.
 - Half Day AM (8:30 AM - 1:00 PM)
 - Half Day PM (1:00 PM - 4:00 PM)
- Notes for administration:** A text input field with a red box labeled '2' pointing to it. Below the field, it says 'Can be seen by the administrator and the employee.'

Substitute Details:

- Absence:** A table showing the absence dates and times:

Absence	Substitute schedule
Wed-Thu, Feb 5-6	
8:30 AM - 4:00 PM	8:30 AM - 4:00 PM
	Giles Elementary
- Requires a substitute:** A checked checkbox with a red box labeled '1' pointing to it.
- Notes for substitute:** A text input field with a red box labeled '3' pointing to it. Below the field, it says 'Can be seen by the substitute, administrator and employee.'
- Buttons:** Two buttons are present: 'PRE-ARRANGE' (with a red box labeled '4' pointing to it) and 'EDIT SUBSTITUTE DETAILS' (with a red box labeled '4' pointing to it).
- CREATE Button:** A blue button labeled 'CREATE' with a red box labeled '5' pointing to it.

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

Create Absence: Prearranging Substitute
[BACK TO ABSENCE DETAILS](#)

Wed-Thu, Feb 5-6 (2 days) - 3rd Grade

Absence	Substitute schedule
Wed-Thu, Feb 5-6	
8:30 AM - 4:00 PM	8:30 AM - 4:00 PM Giles Elementary

Name

Show

Everyone ▼

4 substitutes

Favorite	First name	Last name	Primary phone	
	Jane	Bingley	5552311234	SELECT
	Charlotte	Collins	5552312345	SELECT
	Elizabeth	Darcy	5552313456	SELECT
	Lydia	Wickham	5552314567	SELECT

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."

Create Absence: Editing Substitute Details

Wed-Thu, Feb 5-6 - 3rd Grade

February 5, 2020

[Add row](#)

February 6, 2020

[Add row](#)

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.**

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Create absence

Absence Details

Select a reason
Illness

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Uses 15 hours of your balance

Full Day (8:30 AM - 4:00 PM)
 Half Day AM (8:30 AM - 1:00 PM)
 Half Day PM (1:00 PM - 4:00 PM)

Substitute Details

These times may not match your schedule exactly depending on district configuration.

Charlotte Collins
pre-arranged REMOVE

Absence	Substitute schedule
Wed-Thu, Feb 5-6 8:30 AM - 4:00 PM	8:30 AM - 4:00 PM Location_Giles Elementary

Requires a substitute

Notes for substitute

Can be seen by the substitute, administrator and employee.


PRE-ARRANGE EDIT SUBSTITUTE DETAILS

Notes for administration





Can be seen by the administrator and the employee.

5 CREATE

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.



Search

Your absence has been saved. We'll take it from here.

Confirmation # 101016

Absence Details

Sam Dalton
Illness
Wed-Thu, Feb 5-6
Full Day (8:30 AM - 4:00 PM)


February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Notes for administrator
Can be seen by the administrator and the employee.
No Notes Specified

Substitute Details

These times may not match your schedule exactly depending on district configuration.



Charlotte Collins
pre-arranged

#C101158

[REMOVE](#)

Absence	Substitute schedule
Wed-Thu, Feb 5-6 8:30 AM - 4:00 PM	8:30 AM - 4:00 PM Location_Giles Elementary

Requires a substitute

Notes for substitute
Can be seen by the substitute, administrator and employee.
No Notes Specified

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