

Red Rover Reminders:

- Be sure you have created your preferred list and check it often – the earlier you report your absence, the more time your preferred list will be honored before sending it out to everyone. (If you report later in the morning, it may be only a very brief time before your absence is shared with everyone.)
- **Report your absence as early as possible.** Red Rover will **NOT** accept absences created after 6:30 am. In **emergency situations only**, you will need to contact Stephanie Dyar (**Red Rover Administrator**) at **419-308-4147**. (Remember, if you need a substitute, you will need to have your job created early so that a substitute will have time to dress and be at the site before your start time).

Notification Procedures: Teachers:

1st Stephanie 419-308-4147/ Rachel Wixey & Associates (RWA) 419-725-9499 2nd Notify building principal – leave message on answering machine
3rd Notify classroom assistant (paraprofessional, if you have one)

Program Para-professionals (including one-on-one student attendants in program): 1st

Stephanie 419-308-4147/ RWA 419-725-9499

2nd Call Teacher

One-on-One working in district buildings:

1st Stephanie 419-308-4147/ RWA 419-725-9499

2nd Call building principal – leave message on answering machine

Paras whose subs are provided by the district:

1st Call School/Principal or whoever district directs you to call for a sub 2nd Be sure you also record absences in WCESC Red Rover (many are forgetting to do this 2nd step)