

How do I Enter an Absence?

Just The Basics — Quick Create:

1. Login to the Red Rover Website application: redroverk12.com



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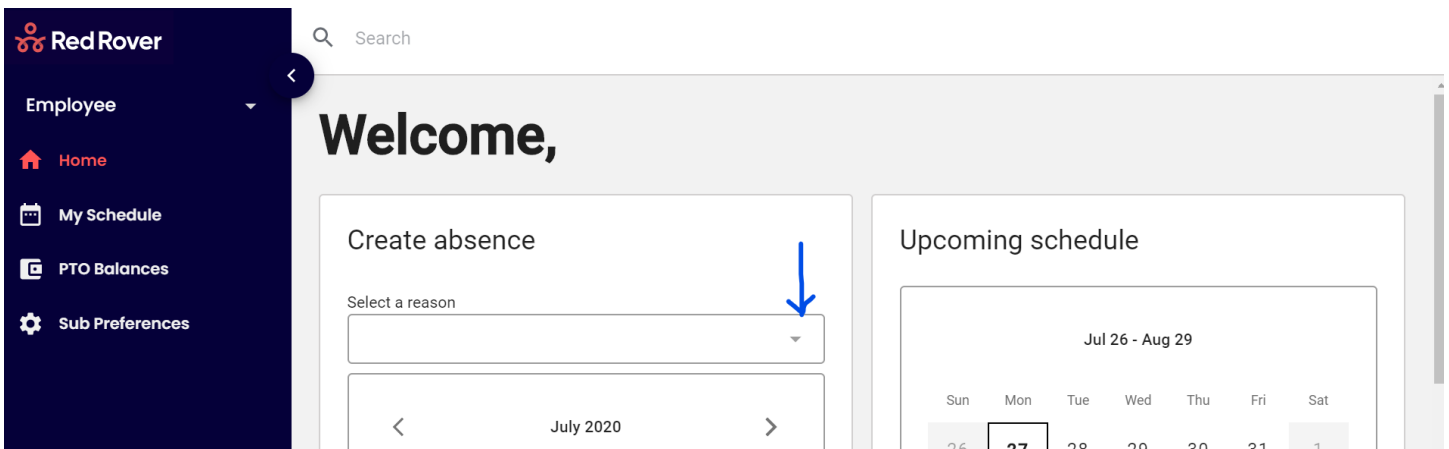
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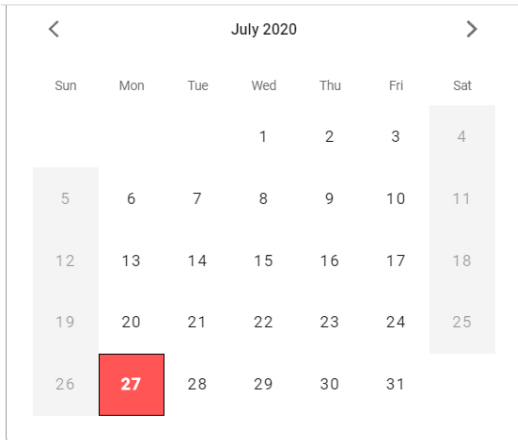
Absence Management, Simplified.

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.)







The screenshot shows the Red Rover application interface. On the left is a dark blue sidebar with the Red Rover logo and navigation options: Employee, Home, My Schedule, PTO Balances, and Sub Preferences. The main content area has a search bar and a 'Welcome,' message. Below this is a 'Create absence' section with a 'Select a reason' dropdown menu, which is highlighted by a blue arrow. Below the dropdown is a calendar for July 2020. To the right is an 'Upcoming schedule' section with a calendar for July 26 - Aug 29, showing dates from Sunday 26 to Saturday 1.

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.)

- Full Day (7:30 AM - 4:30 PM) 
- Half Day AM (7:30 AM - 12:30 PM) 
- Half Day PM (12:30 PM - 4:30 PM) 
- Hourly 

5. If necessary, choose whether your absence will require a substitute. Some positions will denote “No Substitute Necessary”.

6. Select Add Additional Details to further include additional comments.

[Add additional details](#)

Notes to administrator
Can be seen by the administrator and the employee.

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

No substitute required

6. Finally, choose Quick Create to submit your absence. You will receive your absence confirmation number and Red Rover will take it from there!

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.