

Skyward/Red Rover Absence Management Basics for Teachers

Skyward and Red Rover are the systems where you request all absences and substitutes.

Skyward link: [Skyward](#)

Red Rover link: [Red Rover](#)

Or- on the USD 262 webpage, go to Staff Links, and click on “Skyward” or “Red Rover”

Both systems have apps that can be used- however, Skyward’s app needs a fix (they are working on) so if you need a sub, you will need to enter all the info from a computer.

Always begin the process in Skyward.

To Create an Absence:

1. Log onto **Skyward**- Top blue bar on left- Click on “Time Off”
 2. Click on “My Requests”
 3. On right side- Choose “Add”
 4. Choose the correct time off code
 5. Select appropriate reason
 6. Enter a brief description
 7. Select type, date, etc.
 8. Choose whether you need a substitute- if you need one, you will be automatically taken to Red Rover.
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9. Log into Red Rover
 10. From the Create Absence tab, or the Create Absence calendar, click the date of the absence
 11. Select absence reason (It may be auto-generated from the info you entered into Skyward)
 12. Select Full day, or half day am/pm
- Fill out notes to Administrator
- a. For professional development, make sure you include specific information regarding the PD you are attending. Name of conference/workshop, location, whether it is a district or building initiative/request
13. Click on “Add additional details”
 14. Fill out notes to substitute if needed
 15. Upload any attachments/documents needed
 16. Click on Create. If you receive a confirmation number/banner, you are all set.

If you need to cancel an absence, notify your building secretary, principal, or Carla Clark

DO NOT prearrange coverage with a particular sub. We must use a tiered system of substitute requests.

You cannot exclude a substitute. We know there are times when teachers would like to not have a sub back. When that occurs, please visit with your principal.