

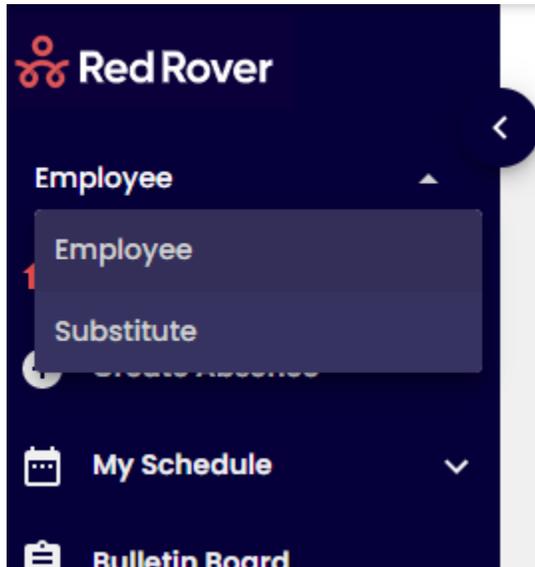
## Building Substitute Process for Entering an Absence

**\*\*Notify your building administrator and complete the below steps\*\***

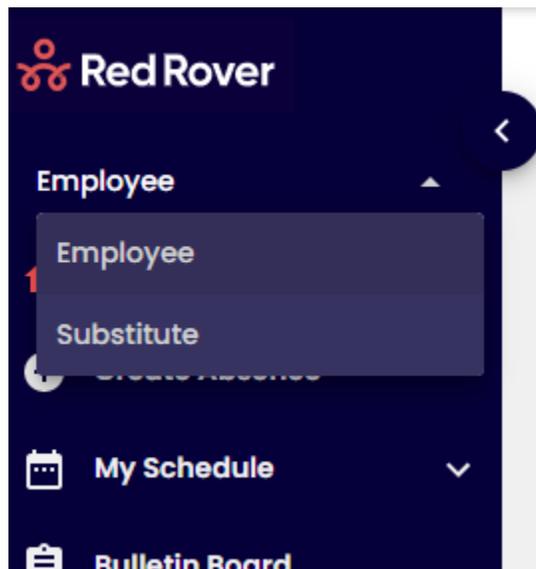
**Log into Red Rover**

**If you are not scheduled in an absence for the day:**

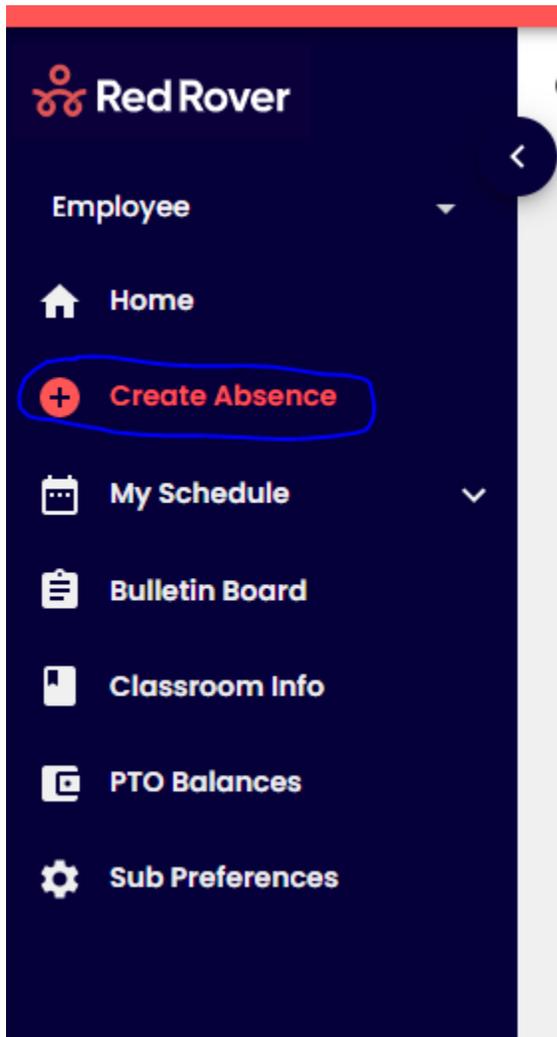
1. Select "Substitute" in the left side bar.



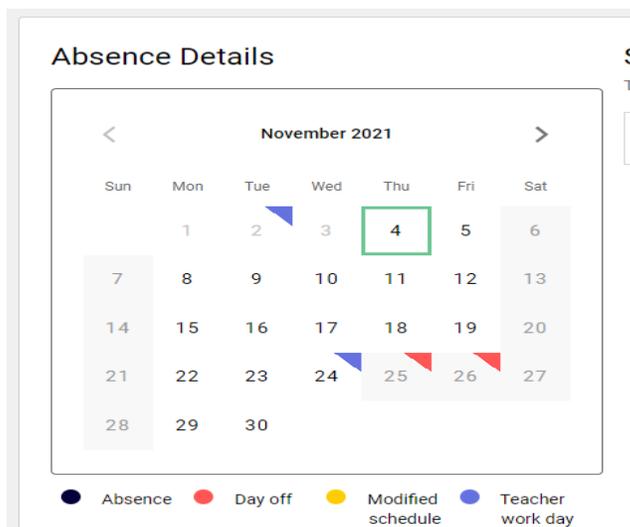
2. Go to "My Schedule" then select "Manage Availability". Make yourself "unavailable" for the day(s) you are absent.
3. Select "Employee" in the left side bar.



4. Select "Create Absence"



5. Select the date(s) of your absence by clicking on the date(s) in the calendar.



6. Click on the drop-down arrow in the “Reason” box and select the appropriate reason code. If you do not have any accrued leave time, you must select “Excused-Unpaid”.

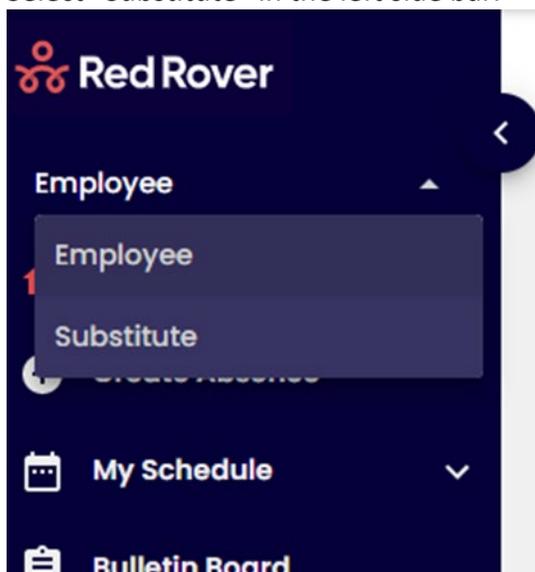
Reason



7. The section “Do you need a substitute” should be defaulted to “No”. If it is not, do not select the option to obtain a substitute. Contact Substitute Services to let them know. **Building Substitutes DO NOT GET A SUBSTITUTE**
8. Select the “Create” button at the bottom.

### If you are scheduled in an absence:

9. Select “Substitute” in the left side bar.



10. Select the “My Schedule” button



11. The “Current & Upcoming” Screen should populate

12. Click “CANCEL” next to assignment you will be absent for.



13. If there is not an option to CANCEL – notify the school immediately!

14. After you have canceled the assignment. Complete steps 1 thru 8

**Contact Substitute Services with any questions and/or concerns:**

(614)365-5080

[subservices@columbus.k12.oh.us](mailto:subservices@columbus.k12.oh.us)