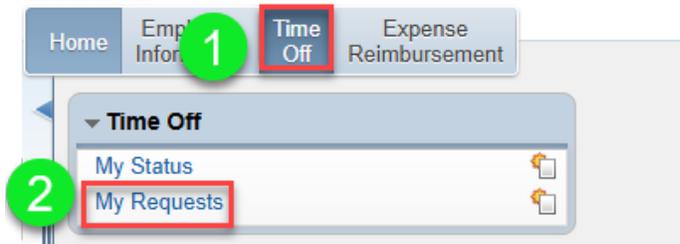


How to Submit a School Related Activity Absence in Skyward

Login to Skyward for Business.

Select Time Off from the top menu, then select My Requests from the dropdown.



Select Add from the Right side Menu



Key Step Here

From the Time Off Code: Select School Related - Hours

From the Reason: Select School Related Time Off

From the Description: Type in the reason you are using school related time off here. This lets your supervisor know why you are requesting school related time off.

Select the Type, Date, Hours, and Start Time. **Choose Sub Needed even if you do not need a Sub.** Then, click Save from the upper right options.

Time Off Request

* Time Off Code: **Paid Leave time - Hours** Hours per Day: 6h 34m

* Reason: **Sick**

Description: **Put the reason you are selecting school related time off here.**

Maximum characters: 200, Remaining characters: 138

Type: Single Day Date Range

* Start Date: **03/19/2025** **Wednesday**

Hours: **6** hours **30** minutes

Start Time: **07:45** AM

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s): This area does not need to be completed

If you did this correctly, you will be taken directly to Red Rover. Input your Red Rover Login credentials.

Red Rover

Email: @whitecloud.net [Change Email](#)

Password: [Redacted]

[Don't remember your password?](#)

LOG IN

Select the Date

16 17 18 **19** 20 21 22

Select the Reason: **School Related Activ**, Select the Times, and if you need a Sub or Not.

IMPORTANT STEP: Select Add additional details.

Reason: **School Related Activ**

Times: **Full Day (7:45 AM - 3:10 PM)**

Do you need a substitute? Yes No

Entire absence

[Add additional details](#) QUICK CREATE

Type the Event or Activity in the Notes to Administrator box. Then click Create.

Notes to administrator

Can be seen by the administrator and the employee.

Note to Admin Here

[Add file\(s\) or drag here](#)
max 5MB; pdf, txt, docx, xlsx, pptx, jpg, gif, tiff, png

This page has unsaved changes **CREATE**

When you see the confirmation page, you are all set!