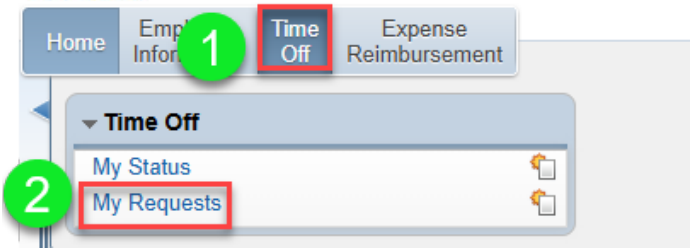
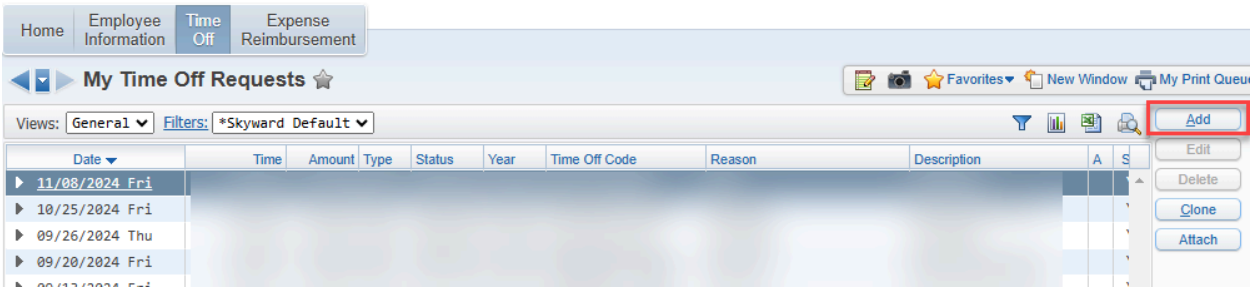
How to Submit an Absence in Skyward

Login to Skyward for Business.

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



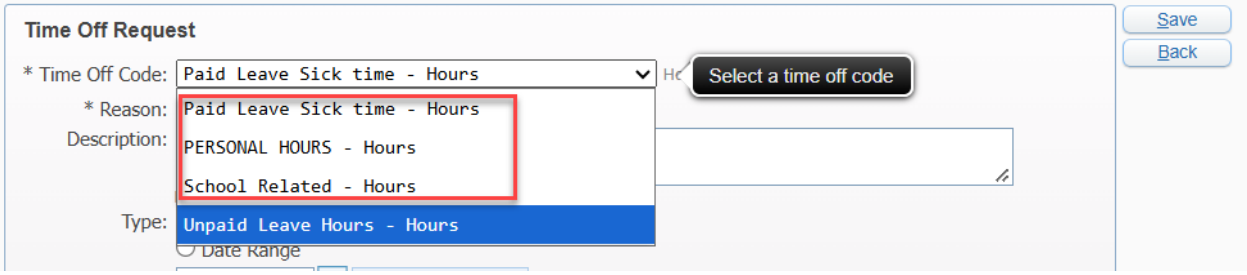
Select Add from the Right side Menu



Key Step Here

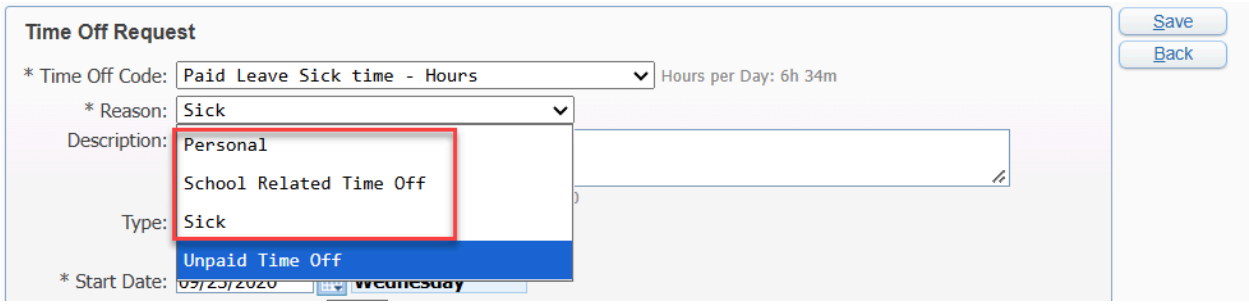
From the Time Off Code: Select Your Reason, this is important because this selection will determine what leave will be deducted from your balance. The options in the Red Box are most common.

Pro Tip: Unpaid Leave Hours are used when all other leave time has been used.

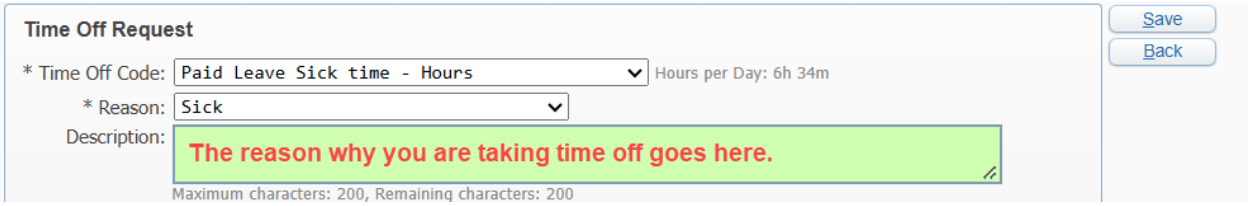


From the Reason: Select the Reason for your leave. The options in the Red Box are most common.

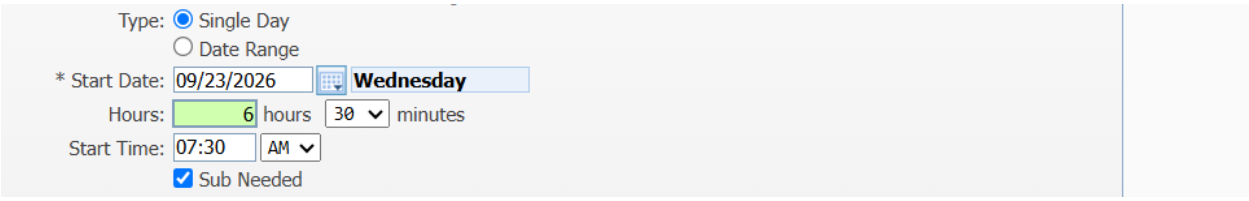
Pro Tip: Unpaid Leave Hours are used when all other leave time has been used.



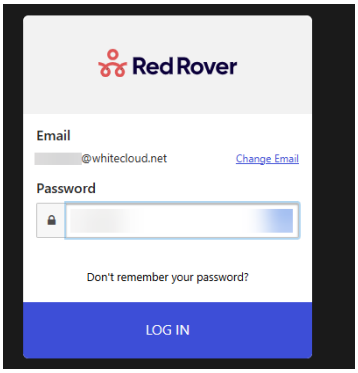
From the Description: Type in the reason you are taking time off here.



Select the Type, Date, Hours, and Start Time. **Choose Sub Needed even if you do not need a Sub.** ***The Start Date defaults to the day you are entering the absence. You may need to change this date if your absence is not for the same day.*** Then, click Save from the upper right options.

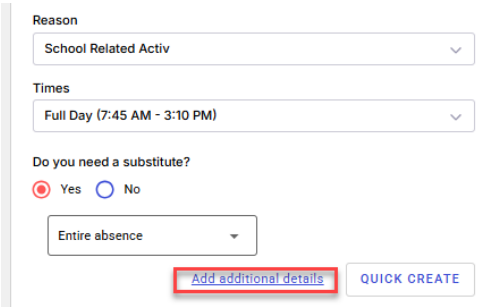


If you did this correctly, you will be taken directly to Red Rover.
Input your Red Rover Login credentials.



Select the Date

Select the Reason, Select the Times, and if you need a Sub or Not.
IMPORTANT STEP: Select Add additional details.



Click Create (bottom right corner of the screen).

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