

RED ROVER PROCEDURES

Revised 2/3/23

How do I interact with Red Rover?

1. You can interact with Red Rover on the internet at app.redroverk12.com utilizing your district email and password. This link can also be found under Staff Links on the Chippewa Valley Schools website. Here, you will be able to enter absences, check your absence schedule, absence balance, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also go on the Red Rover app to enter your absence.

Reporting Absences

- When entering an absence, please wait until you receive a confirmation number before you close your internet browser window. ***Your transaction is not complete until you receive a confirmation number.***
- Please be reminded that you must enter your absences in Red Rover at least two (2) hours prior to the start time of the absence. If you miss this cutoff, you must notify Carla Saavedra at 586-732-2100 so your absence may be entered. Please include the start/end time of your absence and the reason for the late call-in.
- **Personal Business** - Seven (7) days' notice is required for requests of personal business. If seven (7) days' notice is not given, the absence will be considered emergency personal business. When requesting emergency personal business, a reason for the absence must be entered in the notes to administrator section in Red Rover. Personal business days are not to be taken immediately before or after a holiday break or the first or last week of school. If requesting a personal business day during this time as an exception, a reason must be provided in the notes to administrator section of the absence. A reason must also be provided if requesting more than three consecutive personal business days.
- **Funeral Leave** - In the event an employee needs to take funeral leave, the relationship of the deceased must be included in the notes to administrator section. Funeral leave can only be taken for those relationships indicated in your bargaining agreement and must be taken within one week from the date of death.

If you have any questions, concerns, or comments; please contact Carla Saavedra by phone 586-723-2100 or email csaavedra@cvs.k12.mi.us.