

PROCEDURES TO FOLLOW FOR ALL ABSENCES

All absences must have **PRIOR** approval from Dr. Faulkenberry. If you do not need a sub for your absence, please skip to the KES instructions below (you will choose ‘no’ at the substitute request prompt. This will add you to the absence list, but will not request a sub for you).

Gabe Lutes is our in-house sub. If you know of an upcoming absence in advance, please always check Gabe’s calendar in Google **BEFORE** requesting a sub through KES. To view Gabe’s calendar, follow the steps below and you should easily be able to add yourself to the calendar:

To open Gabe's Calendar

1. Log in to your @lsr7.net Google account
2. Click on the calendars tab at the top of the page
3. On the left hand side of the screen, there will be a place to click "My Calendars"
4. The substitute calendar will be located in that space.
5. Clicking his calendar will make it appear and disappear on your calendar. Make sure that there is a color in the box to the left of the substitute calendar. If it is blank, click it and a color will appear. Otherwise, you may be entering the information on your own calendar instead.

To add a date for Gabe to sub for you

1. Navigate to the date on the calendar where you would like for him to sub in your classroom
2. Click on that date and a dialogue box will open for you to enter event details.
3. In the text box, enter your name and room number only. *(Do not type “sub for” or anything else. There is only enough space to display the name and location.)*
4. In the calendar drop down menu, be sure to select substitute calendar
5. Click create event.
6. Once the event is created, please be sure to click “edit event” to set up your specific time needs. If it’s an all day job, then choose the “all day” box (this will show up as a box at the top of the date indicating an all day job). If it is a partial day, enter the times needed in the spaces provided and save. *Note: If there is a colored box with a name at the top of the date you need, this means another teacher has an all-day job entered. If it’s not listed as all day, you can open that job to see the time of day Matt is in for that teacher.*

If Gabe is unavailable to sub on your required date, you will need to request a sub through **Kelly Educational Staffing** for filling any absence requiring a substitute. Please visit <http://youtube/Gdyv63rNUEo> to view an online training video prior to entering your first absence request. For more detailed information, please visit the following site for the LS-R7 Employee User Guide:

http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass_guides.html

KES Tips: If you have preferred subs, please be sure to enter them into your preferred sub list. If a sub you want does not appear on the list when you want to assign him/her, call Mary Kinman @ x2007 to have that person added to the building preferred sub list. If someone is not on our building preferred list, he/she cannot be manually assigned to a job.