How to Request Time-Off

1. Log into iVisions. Your username is your school email address. The password is the same password you use to log into your school email. iVisions can be found on the district site under “Staff”.
2. Once logged in, Click on “My Time” to the left of the screen and then “Time Off Requests”.
3. Click on the day or days you’re requesting off.
4. Enter a short note in the Comment Box.
5. Click on the PENCIL to choose the type of leave and the amount. The amount defaults to one day. Enter a decimal for less than a day. (Conversion cheat sheet can be found online.)
6. Now click SUBMIT. Leave request will be sent to supervisor for approval and then to payroll to post.