

**Effective 9/1/2025, all paraprofessional substitute attendance forms must be submitted through [Droplet](#). (Bookmark it!)**

**This electronic form is also available under Financial Forms>Payroll>Paraprofessional Substitute Attendance Form.**

*\*This means you will no longer report any paraprofessional substitute attendance information in Red Rover or on a paper sheet.*

➤ **What do I use Red Rover for?**

- Entering absences for teachers so substitutes can pick up assignments
- Verifying attendance for all substitutes on Thursdays
- If a para is covering for a teacher, this is considered para subbing and needs to be entered in Droplet. You will only need to enter the “absence” for the para in Red Rover, select the reason “Para covering for Teacher,” and assign the substitute teacher to this absence

*\*Anything pertaining to a day to day, general or extended term substitutes’ attendance will remain in Red Rover*

➤ **Who is responsible for filling out the form in Droplet?**

The covering para or the school clerk, this is entirely up to the school. Each school has their own process – some clerks enter all para subbing while other schools have the paras enter their own para subbing. Both the paras and the clerks can submit the forms.

➤ **How do I sign in?**

Click the Droplet link (top of page), enter your @cpsd.us email account and, if necessary, sign into your @cpsd.us google account then it will bring you to the form.

➤ **What is the workflow once the form is submitted?**

- Para submits form for themselves or clerk submits form on para’s behalf
- Clerk is notified to review and approve the form
- Final approval will be from the principal
- Payroll exports a report to pay approved para subbing

➤ **Will the para be able to track their attendance forms throughout the school year?**

Yes, the para will have access to sign in and see all their para subbing forms submitted and approved throughout the school year. This allows them to keep track of what they are being paid and when. Go to <https://app.droplet.io/home> and select “My Assignments” from the left panel.

➤ **When will para subbing be paid?**

Para subbing is always paid on the last payroll of the following month.

- Example 1: All para subbing done in September that has been approved in Droplet will be paid on the 10/31 payroll.
- Example 2: A para covered for a teacher in October but the form was not submitted and approved until February. This will pull in to be paid on the 3/31 payroll.