Welcome to the Cleveland Metropolitan School District
Teachers, Paraprofessionals and Secretaries

This job aid will assist Teachers, Paraprofessionals, and Secretaries entering absences and requesting a substitute in SmartFind Express.

Please refer to the Employee Absence Fact Sheet for additional details.

If you have questions, contact the subcenter@clevelandmetroschools.com.

Entering an absence

Click on CMSD Substitute Center to be redirected to login to your SFE account.
Enter access ID.
Your ID # located on your badge.
Your PIN is the password that was created when you registered on the phone.

Click on “Create an Absence” tab
Confirm the **Location**, **Classification** and **reporting times** are accurate before entering any absence.

Confirm/Enter **Location** and **Classification**.

Notice the **report times**.
ALWAYS select the accurate reason for your absence.
Enter the start & end dates you anticipate being out.

If you are waiting on some type of LOE approval, enter the longest anticipated end date.

Consistency for classroom coverage is very important.

Any absence EXTENSION must be called into the Substitute Center by 11:00 am, a day or more in advance.
IF **Specified Substitute** is requested, enter Substitute’s ID or “Name Lookup”

Note: **Pre-arranged** substitute is a substitute that has already verbally confirmed the acceptance of the assignment. SFE will not call the substitute, and the name will be added to the job request. This activity must be initiated by the **Principal** contacting the Sub Center.

It is important to understand the difference in the substitute classifications.

If you have questions contact the **subcenter@clevelandmetroschools.com**

The **Substitute Instructions** box, allows you to enter documents, voice memos or any special instructions regarding the class, students, materials, seating charts, homework assignments, lesson plan.
When absence and substitute entries are complete, **Review Absence** to confirm information is correct.

Click on "Review Absences" to confirm all information is entered correctly.
After completing the absence in SmartFindExpress, at the end of your school day, please confirm your absence has uploaded into your Workday calendar for processing.

Click the “Calendar” view and hit search.

Note: If a half of day or less is entered, a full day will deduct off your Workday balance. Please see your timekeeper for this adjustment.