



## 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](mailto:subcenter@clevelandmetroschools.com).

### Entering an absence

The screenshot shows the website [www.clevelandmetroschools.org/domain/166](http://www.clevelandmetroschools.org/domain/166). The navigation bar includes links for ABOUT US, BOARD, CEO, DEPARTMENTS, SCHOOLS, PARTNERS, NEWSROOM, Students, Parents, and Staff. A sidebar on the left lists various school types: Academies of Cleveland, Arts Schools, Career-Tech, Early College Schools, and International Baccalaureate. A yellow callout box with a black border and arrow points to the 'CMSD Substitute Center' link in the right-hand sidebar menu. The callout text reads: "Click on CMSD Substitute Center to be redirected to login to your SFE account." Other links in the sidebar include Workday, Office 365, TDES (Teacher Evaluations), Professional Development, Certification & Licensure, Service Delivery, MIM, SchoolNET, NAVIANCE, PowerSchool/Sunguard, Cleveland Teachers Union (CTU), and Collective Bargaining Agreements.



Welcome to The Cleveland Metropolitan School District Smart Find Express!

The Smart Find System Phone Number is (216) 838-4782.

SUBSTITUTE OFFICE CONTACT INFORMATION

PHONE HOURS ARE 6:00 AM UNTIL 11:00 AM PHONE NUMBERS: 216-838-0077 GENERAL QUESTION? EMAIL Substitutes@clevelandmetroschools.org

TIME ENTRY OR PAYROLL QUESTION? Substitutes@cmsd.clevelandmetroschools.org

  
  
  
[Trouble signing in?](#)

**Enter access ID.  
Your ID # located on your badge.**

**Your PIN is the password that was created when you registered on the phone.**



Profile Help Sign Out

Home **Create an Absence** Review Absences Reason Balances Absence Approval

Home

Welcome [REDACTED] HER B SHAMBLEY Today is July 9, 2018 1:07 PM

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TIME ENTRY OR PAYROLL QUESTION? Substitutes@cmsd.clevelandmetroschools.org

Each student is here to learn, grow, and empowered for success as a citizen in a global community

Employee Announcements

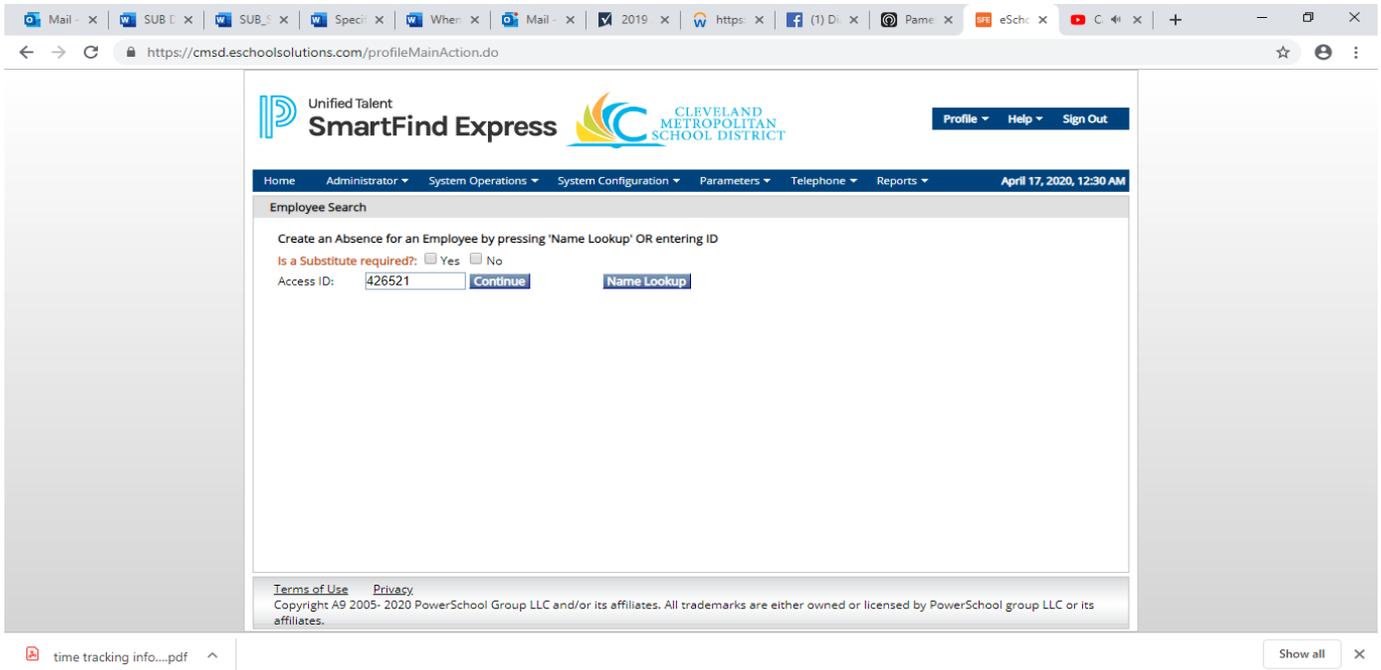
**CHECK YOUR JOB NUMBER BEFORE YOU ENTER ANY ABSENCE ----- REVIEW AND CONFIRM YOUR ABSENCE IS IN THE SMART FIND CALENDAR ON THE CORRECT DAY AND WITH A**

\*\*\*\* PLEASE ENTER ONE COMPLETE ABSENCE PER DAY. IF YOU WILL BE OUT FOR MORE THAN ONE DAY \*\*\*\* DO NOT ENTER "MULTIPLE, INDIVIDUAL" ABSENCES, EVEN if you have a different reason.....

Substitute consistency in your classroom is important. Please call into the sub center office from 6AM to 11AM to receive accurate absence instructions for any absence longer than one day or while you are waiting on absence. Please email me at Substitutes@clevelandmetroschools.org

ANY MEDICAL LEAVE THAT WILL REQUIRE A PHYSICIAN'S ORDER SHOULD BE ADDRESSED IMMEDIATELY TO THE LEAVE OF ABSENCE DEPARTMENT, PLEASE EMAIL Samantha.Lumpkin@CLEVELANDMETROSCHOOLS.ORG FOR ASSISTANCE PRIOR TO ENTERING YOUR ABSENCE. ENTER MULTIPLE SICK DAYS PRIOR TO YOUR LEAVE. ENTER ONE COMPLETE ABSENCE UNTIL THEN OR CONTACT THE SUB CENTER FOR MORE HELP.

**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.**

**REPORTING MULTIPLE DAYS?**  
If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.  
If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule	Absence		Substitute		
	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)	
Monday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM

FootPri x Micros: x Mail - L x Teacher: x Mail - S x SUMM: x View W x Calend: x Bb Micros: x https:// x eSchool x

Secure | https://cmsd.eschoolsolutions.com/createAbsenceInitAction.do

eSchool SOLUTIONS SmartFindExpress

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile Help Sign Out

Home Create an Absence Review Absences Reason Balances Absence Approval

**Create Job**

**Create Absence**

**Absence Information**

To complete this absence, press Continue and proceed until a job number is assigned.

Location: KENNETH W CLEMENT ELEMENTARY 303297

Classification: ELEMENTRY GR'S 6-8

Reason: 01 ILLNESS/0248

02 FIELD TRIP/0248

04 DEATH IN FAMILY/0248

05 SPECIAL PRIVILEGE LEAVE/0248

06 JURY DUTY/0235

07 HR REQUIRED EXAM

09 MILITARY LEAVE/0235

**ALWAYS select the accurate reason for your absence.**

REASON FOR MULTIPLE DAYS?

If the absence is non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.

If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM

## Requesting a Substitute

Home Create an Absence Review Absences Reason Balances Absence Approval

**Create Job**

**Create Absence**

**Absence Information**

To complete this absence, press Continue and proceed until a job number is assigned.

Location: KENNETH W CLEMENT ELEMENTARY 303297

Classification: ELEMENTARY GR'S 6-8

Reason:

Is a Substitute required?:  Yes  No

Start Dates: (MM/DD/YYYY) End Dates: (MM/DD/YYYY)

**REPORTING MULTIPLE DAYS?**

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.  
If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	02:45 PM	08:00 AM	02:45 PM

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](mailto:subcenter@clevelandmetroschools.com)

Start: [Date Picker] End: [Date Picker]  
Dates: (MM/DD/YYYY) (MM/DD/YYYY)

**REPORTING MULTIPLE DAYS?**  
If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.  
If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule	Absence		Substitute	
	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	07:50 AM 02:40 PM	07:50 AM 02:40 PM	
Tuesday	<input checked="" type="checkbox"/>	07:50 AM 02:40 PM	07:50 AM 02:40 PM	
Wednesday	<input checked="" type="checkbox"/>	07:50 AM 02:40 PM	07:50 AM 02:40 PM	
Thursday	<input checked="" type="checkbox"/>	07:50 AM 02:40 PM	07:50 AM 02:40 PM	
Friday	<input checked="" type="checkbox"/>	07:50 AM 02:40 PM	07:50 AM 02:40 PM	

**Substitute**  
Specify a Substitute? ID: [Text Box] [Name Lookup](#)

**PRE-ARRANGED?**  
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.  
Has the substitute accepted this job?  Yes  No

Substitute Instructions: [Text Area] (Maximum Characters=...)  
File Attachments: [Choose File](#) | No file chosen (Maximum file size=512K)

Administrator

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.

Home Create an Absence **Review Absences** Reasons Balances Absence Approval

Home

Welcome [redacted] Monday, July 9, 2018 3:55 PM

Welcome to The Cleveland Metropolitan School District Smart Find Express!

The Smart Find Express is a web-based application that allows you to enter and review absence and substitute information.

SUBSTITUTE INFORMATION

PHONE: 216-838-0077 GENERAL QUESTION? EMAIL: [Substitutes@clevelandmetroschools.org](mailto:Substitutes@clevelandmetroschools.org)

Each student is highly motivated, engaged in learning, and empowered for success as a citizen in a global community.

Employee Announcements

CHECK YOUR LOG IN TIME AND JOB NUMBER. DO NOT FIND BEFORE YOU ENTER ANY ABSENCE ----- REVIEW AND CONFIRM YOUR ABSENCE IS IN THE SMART FIND CALENDAR ON THE CORRECT DAY AND WITH A

\*\*\*\* PLEASE ENTER ABSENCE IF YOU WILL BE OUT FOR MORE THAN ONE DAY \*\*\*\* DO NOT ENTER "MULTIPLE, INDIVIDUAL" ABSENCES, EVEN if you have a different reason.....

Substitute consists of one day or more. \*\*\*\* PLEASE CALL INTO THE SUB CENTER OFFICE FROM 6AM TO 11AM TO RECEIVE ACCURATE ABSENCE INSTRUCTIONS FOR ANY ABSENCE longer than one day

QUESTIONS EMAIL ME AT [Substitutes@clevelandmetroschools.org](mailto:Substitutes@clevelandmetroschools.org)

ANY MEDICAL LEAVE THAT WILL GO LONGER THAN 5 DAYS SHOULD BE ADDRESSED IMMEDIATELY TO THE LEAVE OF ABSENCE DEPARTMENT, PLEASE EMAIL [Samantha.Lumpkin@CLEVELANDMETROSCHOOLS.ORG](mailto:Samantha.Lumpkin@CLEVELANDMETROSCHOOLS.ORG) FOR ASSISTANCE PRIOR TO ENTERING ANY SICK DAYS. ALSO DO NOT ENTER MULTIPLE SICK DAYS PRIOR TO YOUR LEAVE. ENTER ONE COMPLETE ABSENCE UNTIL THEN OR CONTACT THE SUB CENTER FOR MORE HELP.

<https://cmsd.eschoolsolutions.com/employeeCalendarInitAction.do>

Click the "Calendar" view and hit search.

Home Create an Absence Review Absences Reason Balances Absence Approval

**Review Absences**

Review Absences  
 Display Format:  List  Calendar

Search From:  To:   
(MM/DD/YYYY) (MM/DD/YYYY)

Job Number:  Note: Search by job number will not use the date range

**Search**

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Your absence will appear on the calendar. Don't forget to always confirm the correct dates.

Home Administrator System Operations System Configuration Parameters Telephone Reports

**Calendar**

Profile Administrator Employee Substitute

Name: HLAVATY DIANE  
 Access ID: 497775  
[Return To Inquiry](#)

November 2017

Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21 10:36:40Z 07:15 AM - 12:00 PM	22	23	24	25
27	28	29	30		

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.

**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.**

