

## **Reporting Absences and Finding Guest Teachers** **FAQs for Teachers, Career Tech Instructors, ECE Paraprofessionals, and** **Special Education Paraprofessionals**

**Q. How do I tell my school’s principal/administrator that I am going to be absent and need a guest teacher?**

A. You should go into the SmartFind Express system (SFE) to report either a planned, future absence or an emergency absence. Directions for using the SFE system can be found at: <https://teacher.dpsk12.org/Pages/Default.aspx>. Please note that in order to log into the SFE system you must first have registered in SFE over the phone. The phone number for the SFE system is: **720-501-6291**. After registering, you may access the system at <https://denverps.eschoolsolutions.com> to report absences. Your login to both the phone system and the on-line system is your DPS employee ID. Additionally, you may be required to contact your school leadership directly. Consult your Principal or AP for further information about school specific policies.

**Q. What if I don’t need a guest teacher?**

A. You should always report all planned or unplanned absences in SFE. Smartfind Express is now the system of record for all attendance records for teachers and Career Tech Instructors. If you do not need a substitute, you can pick the option that says “No Sub Required”. But always put your absences in SFE.

**Q. Can I make my own arrangements for a guest teacher?**

A. Yes, you can arrange your own guest teacher. When you enter your absence, you can “Specify a Substitute”. You can also indicate whether the arrangement has already been made or if you want the system to “Call the Substitute”.

**Q. Does my absence have to be approved?**

A. Some absence reasons require approval. The list of absence reason codes, indicating which ones require approval and which do not, is contained in the SFE instructions, which can be found at: <https://teacher.dpsk12.org/Pages/Default.aspx>. Please note that absence reasons that require approval must be entered at least 5 days in advance of your planned absence.

**Q. How do I cancel an absence?**

A. If your schedule has changed and you will no longer be absent, you can cancel your absence request in the SFE system. The system will notify the guest teacher of the assignment cancellation. If you must cancel your absence less than two hours before the absence starts, cancel your request in SFE. If your absence was filled with a guest teacher, and you have their contact information, a follow up call to the guest teacher is advised in the event the guest teacher is in route to your school and unable to receive the cancelation notification. NOTE: It is also advised that you notify your school SFE administrator that you have canceled the absence(s). In some cases, a school may be responsible for still having to pay the guest teacher due to the last minute cancelation.

**Q. My classification (subject area) in the SFE system does not appear correct. How do I fix it?**

A. Contact your principal or the administrator in your school that works with the SFE system. They can correct your classification if necessary. You cannot correct it yourself.

**Q. I work in two different schools and my absence will affect both schools. What do I do?**

A. You should have two different locations and classifications in SFE (you will have a classification in each location). When you report your absence, you will need to report the absence for each location you will be absent. The system will find a guest teacher for the day(s) you will be absent in each location.

**Q. Can I provide any information to the guest teacher?**

A. You can attach up to 3 files/documents to your absence request. The guest teacher will have access to those files. You can also make comments in your absence request that will be available to the guest teacher.