1-2-3 Employee Absence Reporting

Prompt reporting of absences is more than just abiding by Board Policy (DEC Reg), it is the key to ensuring your supervisor is aware of the situation, critical responsibilities are redistributed, and a substitute can be deployed in a timely manner when needed.

Step 1

Log in to ClassLink and click on Absence Reporting or scan the QR code to access SmartFind.
Log in to SmartFind using your Employee ID and Password **before 6 a.m.** on the day of the absence.

Step 2

Click "Create an Absence" and follow the prompts.
Be sure to record your job number.

Step 3

Notify your supervisor and payroll secretary of your absence, including job number.
If plans change, log back in and click "Review Absences" to cancel the job.

Need additional help?

Call the Substitute Services team at 817.814.2780 for personal assistance.

Fort Worth
INDEPENDENT SCHOOL DISTRICT

DIVISION OF
TALENT MANAGEMENT