# Filling in 'Smart Find Express' for a Part-Day Absence (Common Scenarios)

**Scenario 1: 0.33 Absence (Absent for a Single Class OR for a Single Class + Your Prep Period)**

1. Select 'Custom Day'

2. Enter in the specific time of the class period that a substitute teacher is required

*For Single Class + Your Prep Period*

3. Notify office you will also be away for your prep, but do not enter that absence in SmartFind

## Schedule

Custom times for each day (Advanced Absence) ⬤

*Choose this if your absence will need different requirements on different days*

**Tuesday : 2023/03/07**   ☐ No Sub Required

○ Full Day

○ Half Day-AM

○ Half Day-PM

⦿ **Custom Day**   ← *1*

Absence Schedule   | 8:50 AM |   | 10:10 AM |   ← *2*

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**Scenario 2: 0.67 Absence (Absent for 2 Class Periods)**

1. Select the applicable half day that you will be absent for (AM or PM)

## Schedule

Custom times for each day (Advanced Absence) ⬤

*Choose this if your absence will need different requirements on different days*

**Tuesday : 2023/03/07**   ☐ No Sub Required

○ Full Day

⦿ **Half Day-AM**   ← *1*

○ Half Day-PM

○ Custom Day