1 **Get a job number from the sub system (SmartFind) first!**

2 **Log onto Portal**

- ◢ 🏠 Home
  - ◢ 🌐 District Websites
    - 📘 Atomic Learning
    - 📘 Blackboard / eSchool
    - 📗 Bus Routes
    - 🚌 Bus Trips
    - 🌐 DVNet
    - 🌐 DVUSD
    - 📗 GroupWise
    - 🔴 Help Desk
    - ✏️ Horizon / ASPIRE
    - 📕 Ideal.azed.gov
    - 🖨 iPrint
    - 👥 iVisions
    - 📘 Library
    - 📺 NBC Learn
    - 💡 Nethealth
    - 📘 PowerSchool
    - 📗 Read 180 Student Access
    - 📘 Read 180 Teacher Access
    - 🖥 Scholastic U
    - ⏰ SmartFindExpress
    - ⚙️ Software
    - Spam
    - **3** 🔵 WinOcular
  - 📁 My Documents
  - 🎛 My Workspace
  - ▷ 🗂 Portal Tools

Manage Documents

4 **SmartForms**

No forms assigned   Start New Form

Start New Form:

Addendum for Multi-subject Special Education Teacher- New to the Profession (Grades 9-12)
This addendum must be attached to a completed Special Education: Teacher of Record (Grades 9-12) attestation fo

Arizona Highly Qualified Attestation - Elementary
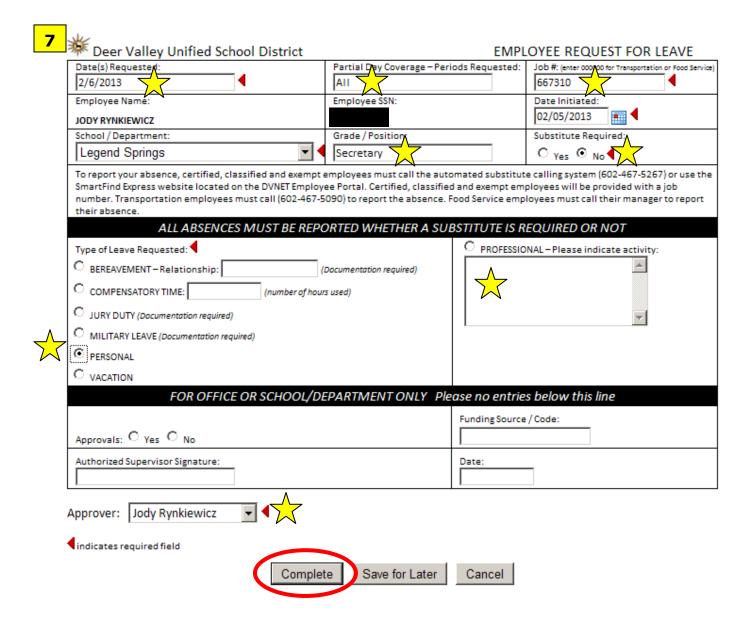To be completed by Elementary Self-Contained Teachers in Grades K-8 and Middle Grades Single-Subject Teachers

5 **Employee Request for Leave**
Complete this form for any leave. All absences must be reported whether a substitute is required or not.

Current Employee Change Form
Complete this form for any change in basic information about yourself.

Certified Professional Growth Approval
The Professional Growth Approval Form is required (along with official transcript) for professional growth credit. Pl

Classified Education Advancement For 1 A
This 1A form must be filled out prior to enrollment and approved for all coursework to be applied towards salary adv

Exempt Professional Growth Approval
The Professional Growth Approval Form is required (along with official transcript) for professional growth credit

Employee Request for Leave

Complete this form for any leave. All absences must be reported whether a substitute is required or not.

Forms / Actions:

6 Initiate Request for Leave ■
Instructions:
1) Complete form.
2) Click link 'Send to Supervisor'

Flows:
Send to Supervisor ■ = Required
Cancel

7

☀ Deer Valley Unified School District   EMPLOYEE REQUEST FOR LEAVE

Date(s) Requested:	Partial Day Coverage – Periods Requested:	Job #: (enter 000000 for Transportation or Food Service)
2/6/2013 ◄	All	667310 ◄

Employee Name:	Employee SSN:	Date Initiated:
JODY RYNKIEWICZ	▮	02/05/2013 📅 ◄

School / Department:	Grade / Position:	Substitute Required:
Legend Springs ▼ ◄	Secretary	○ Yes ⦿ No ◄

To report your absence, certified, classified and exempt employees must call the automated substitute calling system (602-467-5267) or use the SmartFind Express website located on the DVNET Employee Portal. Certified, classified and exempt employees will be provided with a job number. Transportation employees must call (602-467-5090) to report the absence. Food Service employees must call their manager to report their absence.

ALL ABSENCES MUST BE REPORTED WHETHER A SUBSTITUTE IS REQUIRED OR NOT

Type of Leave Requested: ◄

○ BEREAVEMENT – Relationship: [_____] *(Documentation required)*

○ COMPENSATORY TIME: [_____] *(number of hours used)*

○ JURY DUTY *(Documentation required)*

○ MILITARY LEAVE *(Documentation required)*

⦿ PERSONAL

○ VACATION

○ PROFESSIONAL – Please indicate activity:
[_____]

FOR OFFICE OR SCHOOL/DEPARTMENT ONLY   Please no entries below this line

	Funding Source / Code:
Approvals: ○ Yes ○ No	[_____]
Authorized Supervisor Signature: [_____]	Date: [_____]

Approver: [Jody Rynkiewicz ▼] ◄

◄ indicates required field

[(Complete)]   [Save for Later]   [Cancel]

Employee Request for Leave

Complete this form for any leave. All absences must be reported whether a substitute is required or not.

Forms / Actions:
  Initiate Request for Leave ▮
  Instructions:
  1) Complete form.
  2) Click link 'Send to Supervisor'

8

Flows:
  Send to Supervisor ▮ = Required
  Cancel

That's it!   You will receive an email notifying you of approval (or denial).