

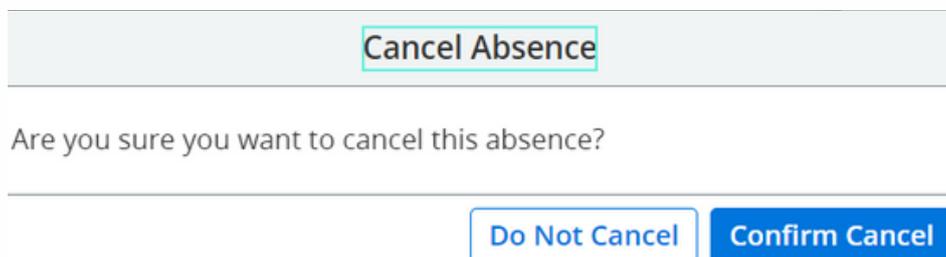
HOW TO CANCEL AN ABSENCE

SmartFind Express: www.region8.sfe.powerschool.com

1. Once logged in, click the job number which you want to cancel.

2. Next you'll see the details of your job.

3. Click **Cancel Absence** .



The screenshot shows a confirmation dialog box. At the top, there is a button labeled "Cancel Absence" with a red border. Below the button, the text reads "Are you sure you want to cancel this absence?". At the bottom of the dialog, there are two buttons: "Do Not Cancel" (white with a blue border) and "Confirm Cancel" (solid blue).

*You can only cancel your own absences if they are 2 hours or more prior to the absence, otherwise you will need to contact your admin office or the help desk.

