The Absence Request System is a web-based application providing users the ability to submit, review, approve, manage, and report staff absences. The versatile system also adeptly handles Professional Development and Travel Requests including associated workshop and travel costs, the need for a substitute teacher, and easy access to your district’s travel policy. Using system generated e-mails to streamline the request and approval process, the Absence Request System eliminates cumbersome paper-based absence request methods.

**Reports**
1. Status of Existing Requests
2. History of Requests
3. Absence Calendar by Month

**Professional Services:**

PHRST Data Interface: PHRST HR data extracted daily.

Training: Initial training.

Help Desk support: Monday through Friday, 7:00 AM to 4:00 PM.

Hosting, Backup/Recovery: Hosted on DSC’s fault tolerant network. Daily backups performed by DSC.

Data Service Center • 168 S. Dupont Highway • New Castle, DE 19720
(302) 504-7200 • (800) 866-5927 • Fax (302) 504-7201
www.dataservice.org