



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558 Phone: 217-625-2471

Timothy R. Kratochvil
Superintendent

tkratochvil@pawneeschools.org

Nicole Goodall
Jr. High/High School Principal
ngoodall@pawneeschools.org

W. Christopher Hennemann
Grade School Principal
chennemann@pawneeschools.org

Sara Hogan
Athletic Director
shogan@pawneeschools.org

Non-Certified Absentee & Substitute Request Form

Employee _____

Approved _____

Date(s) of Absence

Denied _____

Reason for Absence _____
(use code)

A.M. P.M. All Day

Employee Signature

Building Principal Signature

Supervisor's Signature

Superintendent's Signature

<u>CODES</u>	
A.....	Accident on Duty
C.....	Conference/Workshop
D.....	Dock Day
F.....	Death in Family
FT.....	Field Trip
J.....	Jury Duty
S.....	Sick
V.....	Vacation
L.....	Leave of Absence
PL.....	Personal Leave
ML.....	Military Leave

If "C" code is used, please name conference attended: _____

SUBSTITUTE REPORT

Name of Substitute _____

Date(s) Substituted _____

Total # of Days _____

District's Rate of Pay \$ _____

Amount Due \$ _____

Substitute's Signature