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

Absentee & Substitute Request Form

To: Chris Hennemann**,** Principal or
Nicole Goodall, Principal

Date(s) of Absence:_____

Teacher's Name: _____ Grade Level/Subject Area: _____

Circle day (s): **M** **T** **W** **R** **F** **All day**

A.M. only (time returning)_____ **P.M. only (time leaving)_____**

If ½ day is requested, circle periods sub is needed (including homeroom):

Monday	**1A**	**2A**	**1B**	**2B**	**3A**	**4A**	**3B**	**4B**	**HR**	Prep Period _____
A Day	**1A**	**2A**	**3A**	**4A**	**HR**					Prep Period _____
B Day	**1B**	**2B**	**3B**	**4B**	**HR**					Prep Period _____

Reason (circle one):

1. Sick Day
2. Personal Day
3. Bereavement Day
4. Jury Duty
5. Conference/Workshop (What /Where) _____
6. Field Trip (What/Where) _____
7. Other _____

Substitute Teacher requested:_____

Substitute Teacher hired:_____

Principal Signature: _____ Date: _____

Superintendent Signature:_____

Home of the Indians