



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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

Molly Edmonds
Superintendent

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Nicole Goodall
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W. Christopher Hennemann
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Steve Kirby
Athletic Director
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PREPLANNED ABSENCE

If a parent/guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent/guardian is expected attach a written request for permission to miss school or classes. The request must specify school dates to be missed, reason for request, and student destination. Students must obtain a pre-planned absence form and notify teachers before their scheduled trip / absence. Teachers are not required to provide the homework prior to the trip. This request must be submitted at least (3) school days prior to the anticipated absence. The high school principal has final authority in this request.

STUDENT: _____ GRADE: _____

REQUESTED DATE(S): _____ REASON: _____

	<u>CLASS</u>	<u>TEACHER SIGNATURE</u>
1A	_____	_____
2A	_____	_____
3A	_____	_____
4A	_____	_____
HR	_____	_____
1B	_____	_____
2B	_____	_____
3B	_____	_____
4B	_____	_____

INDICATION OF PARENTAL APPROVAL

Parent Signature: _____ Date: _____

PRINCIPAL APPROVAL

Principal Signature: _____ Date: _____

Request Approved (# of day(s) approved) _____

Request Denied (33 of day(s) denied due to # of present absences) _____

In accordance with Pawnee School's policies and procedures, extended absences for a non-emergency and non-illness reason are discouraged. On occasion, with consultation with teachers and written agreement as to the advance make-up of work, or other make-up arranges as stipulated by the teacher(s), special permission for an absence may be granted.