

Pawnee Junior High & High School Absentee & Substitute Request Form

To: **Judy Wilson, Principal**

Date(s) of Absence: _____

Teacher's Name: _____

Grade Level/Subject Area: _____

Circle one: A Day B Day

Circle one: M T W R F

Circle one: All day A.M. only P.M. only

Reason (circle one):

1. Sick Day (Employee)
2. Sick (Immediate family member)
3. Personal Day
4. Funeral (Immediate family = sick day ; other = personal day)
5. Jury Duty
6. Medical Appt. (sick day)
7. Conference/Workshop

What _____ Where _____

8. Field Trip

What _____ Where _____

Substitute Teacher requested: _____

Substitute Teacher hired: _____

Notes: _____
