



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Mr. Donald Burton II
Interim Superintendent

Jill E. Hamilton
Comptroller

Timothy R. Kratochvil
High School Principal
Phone: 217-625-2471

Linda Cline
Jr. High/Grade School Principal
Phone: 217-625-2231

Steve Kirby
Athletic Director
Phone: 217-625-2471

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

<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