



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Mr. Donald Burton II

Interim Superintendent

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

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

Jill E. Hamilton

Comptroller

Steve Kirby
Athletic Director
Phone: 217-625-2471

Absentee & Substitute Request Form

To: Linda Cline, Principal or
Tim Kratochvil, Principal

Date(s) of Absence: _____

Teacher's Name: _____

Grade Level/Subject Area: _____

Circle one: M T W R F

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

If 1/2 day is requested, circle periods sub is needed (include homeroom and study hall):

1 2 3 4 HR 5 6 7 8 SH

Circle one: Prep period: 1 2 3 4 5 6 7 8

Reason (circle one):

1. Sick Day (Employee) (Family Member) (Medical Appt.)
2. Personal Day
3. Bereavement Day
4. Jury Duty
5. Conference/Workshop
What _____ Where _____
6. Field Trip
What _____ Where _____

Substitute Teacher requested: _____

Substitute Teacher hired: _____

Principal Signature: _____ Date: _____

Notes: _____