

**Pawnee High School  
Absentee & Substitute Request Form**

To: *Judy Wilson, 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  $\frac{1}{2}$  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. Funeral (Immediate family = sick day ; other = personal day)
4. Jury Duty
5. Conference/Workshop

What \_\_\_\_\_ Where \_\_\_\_\_

6. Field Trip

What \_\_\_\_\_ Where \_\_\_\_\_

Substitute Teacher requested: \_\_\_\_\_

Substitute Teacher hired: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_