



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Mr. Gary Alexander
Superintendent

Jill E. Hamilton
Comptroller

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

Linda Cline
Grade School Principal
Phone: 217-625-2231

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 day (s): **M T W R F All day A.M. only P.M. only**

Please designate time LEAVING/RETURNING if less than all day _____

If 1/2 day is requested, circle periods sub is needed (including homeroom):

Monday **1A 2A 1B 2B HR 3A 4A 3B 4B** Prep Period _____

A Day **1A 2A HR 3A 4A** Prep Period _____

B Day **1B 2B HR 3B 4B** Prep Period _____

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 _____

7. Other _____

Substitute Teacher requested: _____

Substitute Teacher hired: _____

Principal Signature: _____ Date: _____

Notes: _____