***PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11***



810 North Fourth Street, Pawnee, Illinois 62558 Phone: 217-625-2471

 **Timothy R. Kratochvil**

 Superintendent

 tkratochvil@pawneeschools.org

 **Nicole Goodall W. Christopher Hennemann Ryan Steffen**

 Jr. High/High School Principal Grade School Principal Athletic Director

 ngoodall@pawneeschools.org chennemann@pawneeschools.org rsteffen@pawneeschools.org

STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUESTED DATE(S):\_\_\_\_\_\_\_\_\_\_\_\_REASON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **COURSE ASSIGNMENT TEACHER INITIAL**

1st Hour\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

2nd Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

3rd Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

4th Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

5th Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

6th Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

7th Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

8th Hour\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

**INDICATION OF PARENTAL APPROVAL**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL APPROVAL**

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

**Request Approved \_\_\_\_\_\_\_ Request Denied \_\_\_\_\_\_\_**

In accordance with Pawnee School’s policies and procedures, extended absences for a non-emergency and non-illness reason are discouraged. On occasion, with consultation with teachers and written agreement as to the advance make-up of work, or other make-up arrangements as stipulated by the teacher(s), special permission for an Extended-Trip/Absence can be granted.

Each teacher of the requesting student must have input in the decision and can disapprove the absence. The request must be submitted at least three (3) school days prior to the anticipated absence. The high school principal has final authority in this request.

\*\*Attach a written request for permission to miss school or classes. The request must specify school dates to be missed, reason for request, and student destination.