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



810 North Fourth Street, Pawnee, Illinois 62558

**Scott Cameron**

Superintendent

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**Timothy R. Kratochvil W. Christopher Hennemann Ryan Steffen**

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

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**Non-Certified Absentee & Substitute Request Form**

**Employee Approved**

**Denied**

**Date(s) of Absence**

**Reason for Absence**

**(use code)**

**A.M. P.M. All Day**

**CODES**

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

**Employee Signature**

**Building Principal Signature**

**Supervisor’s Signature**

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**