



# PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

**Scott Cameron**

Superintendent

Phone: 217-625-2471

**Timothy R. Kratochvil**

Jr. High/High School Principal

Phone: 217-625-2471

**W. Christopher Hennemann**

Grade School Principal

Phone: 217-625-2231

**Steven L. Kirby**

Athletic Director

Phone: 217-625-2471

## Non-Certified Absentee & Substitute Request Form

Employee \_\_\_\_\_

Approved \_\_\_\_\_

Date(s) of Absence

Denied \_\_\_\_\_

Reason for Absence \_\_\_\_\_

(use code)

A.M.

P.M.

All Day

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Supervisor's Signature

### 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

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