PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Scott Cameron
Superintendent
scameron@pawneeschools.org

Timothy R. Kratochvil
Jr. High/High School Principal
tkratochvil@pawneeschools.org

W. Christopher Hennemann
Grade School Principal
chennemann@pawneeschools.org

Ryan Steffen
Athletic Director
rsteffen@pawneeschools.org

Absentee & Substitute Request Form

To: Chris Hennemann, 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 (time returning)_____ **P.M. only (time leaving)**_____

If ½ day is requested, circle periods sub is needed (including homeroom):

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

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

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

Reason (circle one):

1. Sick Day
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:_____

Home of the Indians