



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Scott Cameron

Superintendent

Phone: 217-625-2471 x 202

Timothy R. Kratochvil

Jr. High/High School Principal

Phone: 217-625-2471 x 206

W. Christopher Hennemann

Grade School Principal

Phone: 217-625-2231 x 201

Steven L. Kirby

Athletic Director

Phone: 217-625-2471 x 216

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 1/2 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: _____