



# PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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

**Timothy R. Kratochvil**  
Superintendent

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**Nicole Goodall**  
Jr. High/High School Principal  
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**W. Christopher Hennemann**  
Grade School Principal  
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**Ryan Steffen**  
Athletic Director  
[rsteffen@pawneeschools.org](mailto:rsteffen@pawneeschools.org)

## Absentee & Substitute Request Form

To: Chris Hennemann, Principal or Date(s) of Absence: \_\_\_\_\_  
Nicole Goodall, Principal

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: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_