



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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

Scott Cameron

Superintendent

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Timothy R. Kratochvil

Jr. High/High School Principal

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W. Christopher Hennemann

Grade School Principal

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Steven L. Kirby

Athletic Director

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PREPLANNED ABSENCE FORM

Student: _____ Grade: _____

Teacher: _____ Requested Date(s): _____

Reason: _____

INDICATION OF PARENTAL APPROVAL

Parent Signature _____ Date: _____

PRINCIPAL APPROVAL

Principal Signature: _____ Date: _____

Request Approved _____

Request Denied _____

In accordance with Pawnee Grade School's policies and procedures, extended absences for a nonemergency/non-illness reason are discouraged. On occasion, special permission for an Extended Trip/Absence may be granted. **The request must be submitted at least three (3) school days prior to the anticipated absence.** When able, the teacher(s) will provide the student with class work prior to the scheduled absence. Preparing work for individual student absences is very time consuming. If this request is made by the parent *and* the teacher is able to accommodate the request, the work is due upon return to school. Requesting the work and then not completing it will result in loss of credit.

Note: The Principal has final authority in determining whether or not the absence will be approved. Absences that are requested during the state mandated achievement testing will not be approved as an excused absence. Unexcused absences result in the student receiving zero credit for work missed during the school day.