



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

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PRE-PLANNED 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 _____

Pawnee strongly discourages vacations during the course of the school year. If a student is aware that s/he is going to be out of school prior to the day of the absence, the principal or secretary should be notified and the student must fill out a pre-planned absence form 3 days prior to the intended absence. The policy for receiving work prior to the pre-planned absence or making this work up upon return is up to the discretion of the building principal. After 10 excused days are taken, all absences, even pre-arranged, will count as unexcused absences unless a note is provided by a physician or court.

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.