



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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

Molly Edmonds
Superintendent
Phone: 217-625-2471

Nicole Goodall
Jr./Sr. High School Principal
Phone: 217-625-2471

W. Christopher Hennemann
Grade School Principal
Phone: 217-625-2231

Leanne Gehrs
Director of Student Services
Phone: 217-625-2471

Steve Kirby
Athletic Director
Phone: 217-625-2471

PREPLANNED ABSENCE

If a parent/guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent/guardian is expected to attach a written request for permission to miss school or classes. The request must specify the school dates to be missed, the reason for the request, and student's destination. Students must obtain a pre-planned absence form and notify teachers before their scheduled trip/absence. Teachers are not required to provide the homework before the trip. This request must be submitted at least (3) school days before the anticipated absence. The high school principal has final authority in this request.

STUDENT: _____ GRADE: _____

REQUESTED DATE(S): _____ REASON: _____

	<u>CLASS</u>	<u>TEACHER SIGNATURE</u>
1A	_____	_____
2A	_____	_____
3A	_____	_____
4A	_____	_____
HR	_____	_____
1B	_____	_____
2B	_____	_____
3B	_____	_____
4B	_____	_____

INDICATION OF PARENTAL APPROVAL

Parent Signature: _____ Date: _____

PRINCIPAL APPROVAL

Principal Signature: _____ Date: _____

Request Approved (# of day(s) approved) _____

Request Denied (# of day(s) denied due to # of present absences) _____

In accordance with Pawnee School's policies and procedures, extended absences for non-emergency and non-illness reasons are discouraged. On occasion, with consultation with teachers and written agreement as to the advance make-up of work, or other make-up arrangements as stipulated by the teacher(s), special permission for an absence may be granted.

Home of the Indians