



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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

Timothy R. Kratochvil

Superintendent

tkratochvil@pawneeschools.org

Nicole Goodall

Jr. High/High School Principal

ngoodall@pawneeschools.org

W. Christopher Hennemann

Grade School Principal

chennemann@pawneeschools.org

Ryan Steffen

Athletic Director

rsteffen@pawneeschools.org

STUDENT: _____ GRADE: _____

REQUESTED DATE(S): _____ REASON: _____

<u>COURSE</u>	<u>ASSIGNMENT</u>	<u>TEACHER INITIAL</u>
1 st Hour _____	_____	_____
2 nd Hour _____	_____	_____
3 rd Hour _____	_____	_____
4 th Hour _____	_____	_____
5 th Hour _____	_____	_____
6 th Hour _____	_____	_____
7 th Hour _____	_____	_____
8 th Hour _____	_____	_____

INDICATION OF PARENTAL APPROVAL

Parent Signature: _____ Date: _____

PRINCIPAL APPROVAL

Principal Signature: _____ Date: _____

Request Approved _____

Request Denied _____

In accordance with Pawnee School’s policies and procedures, extended absences for a non-emergency and non-illness reason 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 Extended-Trip/Absence can be granted.

Each teacher of the requesting student must have input in the decision and can disapprove the absence. The request must be submitted at least three (3) school days prior to the anticipated absence. The high school principal has final authority in this request.

****Attach a written request for permission to miss school or classes. The request must specify school dates to be missed, reason for request, and student destination.**