

HAWTHORN SCHOOL DISTRICT 73

District Office Education Services Center

841 West End Court, Vernon Hills, Illinois 60061

(847) 990-4200 Fax (847) 367-3290

Pete Hannigan, Ed.D.

Superintendent

Arturo Abrego Ed. D.

Director of Assessment and Language

Adam Palmer

Asst. Supt. for Human Resources

Allison Stein

*Asst. Supt. of Teaching, Learning
and Innovation*

LeeAnn Taylor

Asst. Supt. of Finance and Business Operations

Renee Ullberg

Director of Student Services

The following steps will need to be done if you have been selected for Jury Duty:

1. You will report the absence in Absence Management as "Jury Duty".
2. You will make a copy of the check issued by the Municipal office and the paperwork showing your dates of service
3. You will deposit the check you received into your personal account and you will issue a personal check / money order to the district for the amount of the check issued
4. Please send the personal check/money order made out to "Hawthorn District 73" for the amount of the jury duty check, along with the copies from Step 2 to the district office, to Accounts Payable.

We will pay you for your regular salary for the days you serve. That is the reason we ask you to write us a check for the payment you received for your Jury Duty service.

Please contact Accounts Payable ext. 4281, if you have any questions.

Thank you,

Adam Palmer

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847-990-4241