



EXCUSED ABSENCE REQUEST FORM

Each student is allotted up to (6) unexcused absences per term: **(1) Chapel Service, (1) Friday Service, (1) Sunday Service (whether AM or PM), and (1) of every course enrolled (up to 4 with Soul Winning Lab).**

This form should be submitted in the event that a student has accumulated all eligible unexcused absences and needs to miss additional commitments. Please do so 24 - 48 hours prior to any absence(s). In an emergency, it is acceptable to complete the form and e-mail a scanned version or a clear photo to admin@goodnewsu.org. Phone calls or e-mails cannot be used to excuse a student's absence from school. **Please note that this form is not an advisement of pending absence(s) but a request for excused absence(s) that requires approval from the GNU administration.**

Student Name: _____ Date Request Submitted: _____

Date(s) of Requested Excused Absence(s): _____

Please select the nature of your request:

Please indicate what you will be missing:

- Medical or Dental Appointment
- Illness of student/child/family member
- Court Date
- Death of a family member
- Emergency (please elaborate below)
- Other: _____

- Chapel
- Class
- Church service

Please provide a brief explanation of your request for an excused absence and attach any relevant supporting documentation:

Please provide the reasons for your accumulated unexcused absences to date:

Chapel: _____

Class 1: _____

Class 2: _____

Class 3: _____

Soul Winning: _____

Friday Service: _____

Sunday Service: _____

Student Signature: _____

FOR GNU ADMINISTRATION ONLY

APPROVED

DECLINED

SIGNATURE: _____