

**PROFESSIONAL-EXCUSED ABSENCE FORM**

Complete this proposal form and submit to [attendance@goasa.org](mailto:attendance@goasa.org) for approval prior to an absence due to a professional engagement.

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date(s) of Engagement:** \_\_\_\_\_

**Length of Absence:** \_\_\_\_\_

**Brief description of the professional engagement:**

---

---

---

---

---

---

---

---

## PROFESSIONAL-EXCUSED ABSENCE VERIFICATION

Complete this verification form and submit to [attendance@goasa.org](mailto:attendance@goasa.org) after the absence due to a professional engagement.

Upon completion of the professional engagement you must submit proof:

- Official documentation should include a document from the hiring organization that is on letterhead, with a stamp of identification, company name, contact name, original signature, and contact phone number.
- If absence is longer than 5 consecutive days please submit proof of educational instruction from the on-set education tutor, on-set teacher, or private tutor.

**Student's Name** \_\_\_\_\_

**Date(s) of Engagement** \_\_\_\_\_

**Student participated from** \_\_\_\_\_ **(a.m. or p.m.) until** \_\_\_\_\_ **(a.m. or p.m.)**

Start Time

End Time

**Signature of Adult Sponsor** \_\_\_\_\_