SENATOR ABSENCE NOTIFICATION

GEORGIA COLLEGE & STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
OFFICE OF SECRETARY | HTTP://SGA.GCSU.EDU

Please complete this form to notify the Student Government Association Secretary of an excused absence to a weekly senate session, committee meeting, or other official function. Upon completion please submit to the Office of the Secretary in the SGA offices located in the Student Activity Center Room 105. Attach additional pages as necessary. Notifications are due no later than 5 pm on Tuesday.

Please Print or Type Legibly

SENATOR INFORMATION

Senator Name:_____

Anticipated Absence Date:_____ Date of Notification:_____

❑ Senate on:_____ ❑ Committee on:_____ ❑ Other:_____

Email Address:_____

ABSENCE INFORMATION

Please explain the reason for the absence:

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Office Use Only

Date Received:_____ Executive Review:_____

Action: ❑ Excused ❑ Unexcused