

STUDENT'S LEAVE APPLICATION FORMAT

(To be applied in advance for long leave along with relevant documents)

To,
The class teacher
Respected Madam/Sir,
You are requested to grant leave to my ward.

1. Name of the Student: _____ Class/Sec: _____
2. Duration of leave: from _____ to _____ working days _____
3. Reason of leave: _____
(should be mentioned clearly)
4. Leave taken earlier during the session: _____

Signature of the parent _____ (Father/Mother/Guardian)

Academic performance and other details _____
(to be filled by the class teacher)

Class teacher's remarks _____

Whether the child is missing any Test/Exam, If yes mention

- i) Date _____ i) Subject _____
ii) Date _____ ii) Subject _____

Leave recommended/ not recommended

Signature of Class Teacher

Remarks of the Headmaster/Headmistress _____

Signature of Headmaster/ Headmistress

Principal

Note: The leave application form should be submitted strictly in the above format only.

The format is available on the school website no handwritten application is acceptable.

