

**Student Leave Application Format
(To be applied in advance)**

1. Name of the Student:
Class/Sec:
2. Duration of leave from to
3. No. of Working days.....
4. Reason of leave.....
5. Leave taken earlier during the Session.....

Signature of the parent
(Father/Mother/Guardian)

Signature of the Student

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

Class Teacher's Remarks:

Leave recommended/not recommended

Signature of Class Teacher

Remarks of the Coordinator.....

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Principal

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