



Leave Application Form

Date:

Student Name :

Grade :

Reg.No :

Reason for leave :

.....
.....

Details of leave day(s) :

From to, for day (s).

Parent Signature

Date:

Note:

- * Application for leave should be submitted before taking leave.
- * In case of emergency, leave may be taken by informing the class teacher or Principal. Then the leave application can be submitted later.
- * If necessary, attach relevant supporting documents for reference.