

FORMAT OF APPLICATION FOR LEAVE

Date

Place

Name of the Student :

Optional Subject :

Roll No. :

Period / Days of leave :

Applied with date (s) :

Reasons for leave :

Number of Leaves already availed of :

Signature of the student :

Recommendation of the Teacher concerned : Permitted/Not Permitted

Signature (With date) :

Remarks of the Principal : Sanctioned / Not sanctioned

Signature of the Principal :