

INDIAN SCHOOL, IBRA
Leave Application Proforma
Student's Leave Application Form
(For more than one day's leave)

The Principal / Class Teacher
Indian School, Ibra.

Through: Class Teacher, _____

Sub: Leave Application

Sir / Madam,

This is to kindly inform that my son / daughter (Name)
of Class / Sec is / was unable to attend the class(es) from
(..... days) because of (reason)

Attached herewith is (1) Medical Certificate (ii)

Requested to grant the leave for the above mentioned days.

Yours faithfully,

Signature of Parent Date:

Office Use

Leave Recommended / not Recommended by Class Teacher

Remarks of Class Teacher
.....

Leave Approved / Not Approved by the Principal

Note: Refer page: 14 for Leave Rules