

Student leave application form

Name of Student	
Class & Section	
Date of Leave	
Number of Days of Leave	
Purpose of Leave	
Address while on leave	
Contact No. (During Leave)	
Documentary Proof(Attached or Not)	
Signature of Student	
Signature of Guardian (With date & Phone Number)	
Signature of Teacher With date	
Signature of Programme coordinator with date	
Remarks (if any)	

Instructions:

1. If the student is going on leave for more than one day then documentary proof of cause of leave is mandatory otherwise it would be treated as absenteeism from class.
2. If the leave is for purposes other than sickness or for causes which could be known and informed in advance then it should be got sanctioned prior to availing of leave.
3. Only in case of sickness or extreme emergency leave would be sanctioned after it is being availed.
4. Even in case of advance leave, it should be brought to notice of class teacher through class representative or by student himself or by Guardian of the student through phone or any other desirable communication means, otherwise it won't be sanctioned later.
5. The class teacher & class representative are responsible for informing subject teacher about leave of student in his absence.
6. The application of sanctioned leave should be kept with the class teacher.