

SRI



SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL
MOPPEDU ROAD, ALAPAKKAM, PERUNGALATHUR, CHENNAI – 600 063

Leave Application

Date :

Applicability : Classes – JM1 - VIII

Reference School Hand Book : Page No.99

To
School Authorities

Student Name

Admn. No.

Class & Sec

Leave From DD MM YYYY

To DD MM YYYY

No. of Days

Reason for Leave

Kindly grant the above leave for our ward and oblige.

Father

Mother

Guardian

(For Office Use Only)

Total Leave Availed till Date

Leave Granted

Leave Rejected

If "**Rejected**" – Reason :

Class Teacher

Order of Higher Official

Agreed

Refused

If "**Refused**" – Reason :

Signature

Req. No.

File. No.

Date:

Signature _____