DELHI WORLD PUBLIC SCHOOL RAJKOT

Student's Leave Application Format

(To be applied in advance for long leave)

1. Name of the Student ..... Class/Sec. .....
2. Duration of leave from ..... to ..... Working days .....
3. Reason of Leave .....
4. Leave taken earlier during the Session .....

Signature of the parent
(Father/Mother/Guardian)

Signature of the student

Academic performance and other details .....
(to be filled by the Class Teacher)

Class Teacher's Remarks .....
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Leave recommended / not recommended .....

Signature of Class Teacher .....

Remarks of the Co-ordinator .....
.....

Signature of the Co-ordinator .....

Principal

Note : The leave application form should be submitted strictly in the above format only.