

Student Leave Application Form

SECTION 1 : STUDENT PARTICULARS

Name	:	
Class Code	:	
Date of Absence	:	FROM _____ TO _____
Total No. of Days	:	

SECTION 2 : REASON FOR ABSENCE

Reasons for Absence

NOTE: Please attach any supporting documents you have together with this form

Signature of Student or
Student's Parent / Guardian

Date Submitted

SECTION 3 : APPROVAL (FOR OFFICIAL USE ONLY)

Please tick the appropriate box.

- Absence Approved
- Absence Not Approved (If so, reason : _____).

Approved by

Name : _____ Designation : _____



Date : _____

Signature : _____