

Student's Leave Application

[To be submitted to the Class Teacher]

FOR CLASSES LKG TO III

Name of the student :

G.R. No. : Class/Sec

Leave applied : From: To:.....

Total No. of Days :

Reason for Leave :

Name of the Parent :

Local Address :

Telephone No/ Mob No. : Mob: Res:..... Off:

Contact No. : Res: Off:

(If travelling out of Bahrain)

.....
Signature of the Parent Date:

Note to Parents:

1. The student will be eligible for 'A' Grade Certificate only if he/she is present for 5 Assessments.
(Pls refer School Diary Pg. No. 35)
2. In case of shortage of attendance CBSE norms will be applied.. (Pls refer School Diary Pg. No. 37)
3. If the leave taken is more than one month the student will be tested on return to ensure that they are studying during the leave period.
4. In case of medical leave, the medical leave report is to be attached.

For Official Use

Comments of the Class Teacher:

Number of Assessments attended till date:

Comments from the Accounts Department :

.....
Signature of Class Teacher Signature of Class Co-ordinator
Recommended/Not Recommended Approved/Not Approved

.....
Head Teacher Vice Principal

..... (If the leave exceeds 15 days)
Principal