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| Student Leave Application Form |

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| Section 1 : student Particulars |

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| --- | --- | --- |
| Name | : |  |
| Class | **:** |  |
| Date of Absence | **:** | FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total No. of Days | **:** |  |

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| Section 2 : reason for absence |

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| Reasons for Absence |
|  |

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

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|  |  |  |
| **Signature of Requestor** |  | **Date Submitted** |

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| Section 3 : approval (for official use only) |

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| **Please tick the appropriate box.** | | | | | |
| Absence Approved | | | | | |
| Absence Not Approved (If so, reason :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). | | | | | |
| **Approved by** | **:** |  |  |  |  |
| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |