



# Student Leave Application Form

## SECTION 1 : STUDENT PARTICULARS

<b>Name</b>	:	_____
<b>Class Code</b>	:	_____
<b>Date of Absence</b>	:	FROM _____ TO _____
<b>Total No. of Days</b>	:	_____

## SECTION 2 : REASON FOR ABSENCE

Reasons for Absence \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**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** : \_\_\_\_\_