

**SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL**  
MOPPEDU ROAD, ALAPAKKAM, PERUNGALATHUR, CHENNAI – 600 063

**Leave Application**

Date : <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	
<b>Applicability</b>	: Classes – JM1 - VIII
<b>Reference School Hand Book</b>	: Page No.99

<b>To</b>  <b>School Authorities</b>	Student Name	<input style="width: 100%;" type="text"/>
	Admn. No.	<input style="width: 100%;" type="text"/>
	Class & Sec	<input style="width: 100%;" type="text"/>

Leave From	DD	MM	YYYY		To	DD	MM	YYYY
	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
No. of Days	<input style="width: 100%;" type="text"/>							
Reason for Leave	<input style="width: 100%;" type="text"/>							
Kindly grant the above leave for our ward and oblige.								

<input style="width: 100%;" type="text"/> <b>Father</b>	<input style="width: 100%;" type="text"/> <b>Mother</b>	<input style="width: 100%;" type="text"/> <b>Guardian</b>
--	--	--

**(For Office Use Only)**

<div>Total Leave Availed till Date <input style="width: 60px;" type="text"/></div> <div>Leave Granted <input style="width: 60px;" type="text"/></div> <div>Leave Rejected <input style="width: 60px;" type="text"/></div> <div>If “<b>Rejected</b>” – Reason :</div> <div style="text-align: right; margin-top: 20px;">Class Teacher</div>	<div>Order of Higher Official</div> <div>Agreed <input style="width: 60px;" type="text"/></div> <div>Refused <input style="width: 60px;" type="text"/></div> <div>If “<b>Refused</b>” – Reason :</div> <div style="text-align: right; margin-top: 20px;">Signature</div>
--	--

Req. No. <input style="width: 100%;" type="text"/>	File. No. <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>
<b>Signature</b> _____		