

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

**Leave Application**

	Date : <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" 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%; height: 25px;" type="text"/>
	Admn. No. <input style="width: 100%; height: 25px;" type="text"/>
	Class & Sec <input style="width: 100%; height: 25px;" type="text"/>

Leave From	DD    MM    YYYY		DD    MM    YYYY		To	
	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>		<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>			<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
No. of Days	<input style="width: 100%; height: 25px;" type="text"/>					
Reason for Leave	<input style="width: 100%; height: 25px;" type="text"/>					
Kindly grant the above leave for our ward and oblige.						

<input style="width: 100%; height: 25px;" type="text"/> Father	<input style="width: 100%; height: 25px;" type="text"/> Mother	<input style="width: 100%; height: 25px;" type="text"/> Guardian
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**(For Office Use Only)**

Total Leave Availed till Date <input style="width: 50px; height: 20px;" type="text"/>	Order of Higher Official
Leave Granted <input style="width: 50px; height: 20px;" type="text"/>	Agreed <input style="width: 50px; height: 20px;" type="text"/>
Leave Rejected <input style="width: 50px; height: 20px;" type="text"/>	Refused <input style="width: 50px; height: 20px;" type="text"/>
If " <b>Rejected</b> " – Reason :	If " <b>Refused</b> " – Reason :
Class Teacher	Signature

Req. No. <input style="width: 100%; height: 25px;" type="text"/>	File. No. <input style="width: 100%; height: 25px;" type="text"/>	Date: <input style="width: 100%; height: 25px;" type="text"/>
<b>Signature</b> _____		