

BIRLA PUBLIC SCHOOL, DOHA – QATAR

Student Leave Application Form

Name of the Student :

Class & Division :

Leave applied under the category :

Sick Leave (2 to 3 days)

Extended Sick Leave

Emergency Leave

Long Leave

Period of Leave : from to

No. of days :

Is the Leave Request capable of proof ? Yes, testimony enclosed. No

Is a Detailed Letter enclosed ? Yes No

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(Signature of the Parent – with date)

For OFFICE USE

Leave Application received by	Received on	Signature of the Recipient
The Headmaster		
The Headmistress (III to V)		
Jr. Headmistress (Primary – I & II)		
The Head of Kindergarten		
The Academic Supervisor		
The Class Teacher		

Recipient's Remarks :

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Principal's / Vice-Principal's approval : Sanctioned Denied

Principal's / Vice-Principal's Remarks :

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