



CRESCENTIA SPROUTS ACADEMY

Student Leave Application Format (To be applied in advance)

1. Name of the Student:

Class/Sec:

2. Duration of leave fromto.....

3. No. of Working days.....

4. Reason of leave.....

5. Leave taken earlier during the Session.....

Signature of the parent

Signature of the Student

(Father/Mother/Guardian)

Academic performance and other details

(to be filled by the class Teacher)

Class Teacher's Remarks:

Leave recommended/not recommended

Signature of Class Teacher

Remarks of the Coordinator.....

Principal

Note: The leave application form should be submitted strictly in the above format only.