



# CRESCENTIA SPROUTS ACADEMY

## Student Leave Application Format (To be applied in advance)

1. Name of the Student: .....
- Class/Sec: .....
2. Duration of leave from .....to.....
3. No. of Working days.....
4. Reason of leave.....
5. Leave taken earlier during the Session.....

Signature of the parent

(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.....

Signature of the Student

Principal

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