

INTERNATIONAL INDIAN SCHOOL – DAMMAM
STUDENT'S LEAVE APPLICATION

From:
Name: _____
Address: _____
Telephone: O _____ R _____

To,
The Principal
International Indian School -
Dammam

Sir,
I request you to grant leave to my child / children for the period of absence as per the particulars below :-

A) **Child / Children**

	Name / s	Class / Dvn.	Admission Number	Bus Route Area / Number (If applicable)
1.				
2.				
3.				
4.				

B) **Leave Period**

From: _____ To _____ No. of Days _____

The child / children will resume attending class / es from _____

C) **Fees Payment Status**

Tuition fees and bus fees of the child / children covering the LEAVE PERIOD has / have been paid / arrangement has been made to pay the dues in time.

(Note: As per school rules, if the fee is not paid consecutively for two months the name of the child will be removed from the school roll and re-admission fee along with the out standing dues will have to paid. It is parent's responsibility to pay the fees in time.)

Signature of the parent

FOR OFFICE USE

Leave period endorsed in the Attendance Register
Class / Division : _____
Class Teacher's Name : _____

Leave Granted

H.M. / V.P.

Principal