

## Application for leave

Kindly grant leave to my son/daughter whose details are as follows –

	<b>Travel Detail</b>	
<b>1.</b>	<b>Departure Date</b>	
<b>2.</b>	<b>Travel with</b>	
<b>3.</b>	<b>Expected Arrival Date</b>	
<b>4.</b>	<b>Reason for leave</b>	
<b>5.</b>	<b>Leave request by (Mother/ Father/ Guardian)</b>	
<b>6.</b>	<b>Student will leave with (Alone/ Parent/ Authorised person)</b>	

	<b>Details of Student</b>	<b>Details of Parent</b>
<b>Name</b>		
<b>Phone number</b>		
<b>Signature</b>		
<b>Date</b>		

	<b>Details of Guardian</b> <i>(If leave is applied by other than Parent)</i>	<b>Details of Authorised Person</b> <i>(If student is to be collected by other than Parent/ Self)</i>
<b>Name</b>		
<b>Relation</b>		
<b>Reason for not applying by the Parent</b>		
<b>Aadhar number</b>		
<b>Phone Number</b>		
<b>Signature</b>		
<b>Date</b>		

<b>For office use only</b> <i>(Details checked &amp; verified by)</i>		
<b>Name</b>	<b>Designation</b>	<b>Signature</b>