

# STUDENT LEAVE APPLICATION

The Principal  
Prime Steps International School  
Shahzadpur, Ambala

Date :

Dear Madam

This is to inform you that my son / daughter (Name of the Student) .....  
.....Class ..... Section ..... Roll No.....  
will be /was absent from the school on the following date/dates:

.....  
because .....

The Medical Certificate is enclosed : Yes No

Thanking You in anticipation,

Yours truly

.....  
(Parent / Guardian)