

MAR ATHANASIUS COLLEGE (AUTONOMOUS)
KOTHAMANGALAM

Form of Application for Leave

Date:.....

1.	Name of the Student	
2.	Class No.	
3.	Class and Department	
4.	Date for which Leave is Required	
5.	Reason for Leave	
6.	Date of Application	
7.	Signature of the Applicant	
8.	Signature of the Parent/Guardian	
9.	Class teacher's Remarks	
10.	HOD's Remarks	
11.	Principal's Order	
12.	Total No. of Leave Applications Submitted	

Note: In case sick leave is required for more than five consecutive working days or during examination days, medical certificate from a registered medical practitioner may be produced. A maximum of five leave applications can only be permitted in a semester. Two copies of leave application should be prepared. One should be submitted to the college office and the other to be given to the concerned class teacher.