

Leave Application Record Form

This **leave application record form** sample helps students document their leave requests efficiently. It ensures accurate tracking of leave dates, reasons, and approvals. Utilizing this form enhances communication between students and educational institutions.

Student Information

Student Name		Student ID	
Class/Section		Contact Number	

Leave Details

Leave Start Date		Leave End Date	
Number of Days		Type of Leave	<input type="checkbox"/> Sick <input type="checkbox"/> Personal <input type="checkbox"/> Other
Reason for Leave			

Approval

Date of Application		Signature of Student	
Parent/Guardian Name		Signature of Parent/Guardian	
Approved By (Authority)		Signature	
Date of Approval		Remarks	

Note: Please ensure all fields are filled out correctly. Attach supporting documents if necessary and submit the form to the class teacher or office for approval.