School Leave Application Record Form

This **school leave application record form sample** helps in systematically documenting student absences for a smooth administrative process. It ensures clear communication between parents, students, and school authorities regarding the reason and duration of leave. Utilizing this form promotes accuracy and accountability in attendance tracking.

Student Name:

Class/Grade:

Roll Number:

Section:

Leave From (Date):

Leave To (Date):

Number of Days:

Reason for Leave:

Parent/Guardian Contact:

Approval Status: Pending ▼

Parent/Guardian Signature:

Date:

School Authority Signature:

Date:

Submit Application

Leave Application Record Table (Sample)

Student Name	Class/Grade	From	To	Days	Reason	Status
Jane Doe	8A	2024-06-10	2024-06-12	3	Medical	Approved
John Smith	9B	2024-06-15	2024-06-16	2	Family Event	Pending