

Leave Policy for Students

The student can apply any two of the following option:-


1. Casual Leave/ General Leave
2. Medical Leave / Emergency Leave

1. If the student opt. for Casual /General leave, then following steps shall be followed

Step:1	The Student should give a proper Reason/Event Justification In a leave application Format
Step:2	The application should approved by the Concerned Class Teachers with Consent Of their Parents And forward it to the HOD / Principal
Step:3	Approval/Disapproval of the HOD/ Principal by observation of the attendance

2. If the Student opt. for Medical/ Emergency leave, then following steps shall be followed

Step:1	Mention Start and end date of leave for the proper Medical reason (excluding minor headache/pain/vomiting/dizziness) in a leave application format
Step:2	Attach Specific Medical document if applicable
Step:3	The application should approved by the Concerned Class Teachers with Consent Of their Parents And forward it to the HOD / Principal
Step:4	Approval/Disapproval Of the HOD/ Principal by observation of the attendance


PRINCIPAL
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Principal