

**ST. FRANCIS XAVIER SCHOOL, SALT LAKE CITY, KOLKATA.**

**FORM 'A'. APPLICATION FOR LEAVE FOR STUDENTS.**  
(TO BE FILLED UP AND SIGNED BY THE PARENT/GUARDIAN)

To,  
The Principal  
St. Francis Xavier School,  
Salt Lake City. Kolkata-700097  
Through,  
The Class Teacher,

Date: .....

Class ..... Sec.....

Respected Sir,

This is to request you to kindly grant leave to my ward namely.....  
of Class ..... who- \*will not be able / \*was not able to attend the school on  
.....(date) / from (date)..... to (date) ..... (Total No. of  
days.....) due to the following reason:

.....  
.....

I hereby annex the supporting document (\*\* Medical certificate (fitness) issued by Registered  
Medical Practitioner with Regn No./ copy of travel tickets/ copy of invitation card / Copy of  
Official intimation to attend an event of utmost importance/ any other document):

.....

I expect that you will be kind enough to grant the leave and allow my ward to resume studies for  
which I shall always remain obliged.

Thanking you in anticipation.

Yours faithfully

.....  
Signature of Parent

Name of the parent/guardian..... Phone No.....

**Recommendation by the Class Teacher.....**

.....

**Signature..... Date .....**

( \*\*/\*\*/\*\* strike off whichever is not applicable)