

<b>Name of the student</b>		
<b>Register Number</b>		
<b>Course &amp; Year</b>		
<b>No. of Days Requested for leave</b>		
<b>Reason for leave</b>		
<b>From / To</b>		
<b>Parent Contact No</b>		
<b>Student Contact No</b>		
<b>Parents Signature</b>		
<b>Student Signature</b>		
<b>Forwarded by - Class Tutor</b>		
<b>Approved By - HOD</b>		

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