

**INTERNATIONAL INDIAN SCHOOL, AL-JUBAIL**  
Eastern Province – Kingdom of Saudi  
Arabia



المدرسة العالمية الهندية - الجبيل  
المنطقة الشرقية - المملكة العربية السعودية

## STUDENT'S LEAVE APPLICATION

(To be submitted minimum 4 (four) School Working Days before the last day of attending class)

To  
The Principal  
IIS Jubail, K.S.A.

From: \_\_\_\_\_  
\_\_\_\_\_  
Tel # \_\_\_\_\_

Sir,

This is to request you to grant leave to my child / children for the period of absence as per the particulars given below:

Sl No	Student's Name	Admission No	Class & Sec	Bus Route (if applicable)

Reason for leave \_\_\_\_\_

### Period of Absence / Leave

From \_\_\_\_\_ to \_\_\_\_\_ No. of days \_\_\_\_\_

The Child/Children will resume attending / Classes effect from \_\_\_\_\_

**Fee payment status:-** Tuition fee(s) and bus fee(s) of the child / children covering the leave period has / have been paid on \_\_\_\_\_.

Date: \_\_\_\_\_ Signature of the Parent: \_\_\_\_\_

### FOR OFFICE USE ONLY

#### Teacher's Comments

No of school working days \_\_\_\_\_ No of days student has attended \_\_\_\_\_

Leave proposed for \_\_\_\_\_ days, performance in Studies: Excellent / V.Good / Fair/ Poor

Class Teachers Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Certified by V.P / H M  
G.S., B.S., JPS., K.G.

Leave Approved / disapproved  
**PRINCIPAL**

**N.B:- To be submitted to the class Teacher**