

**SCHOOL OF KNOWLEDGE, SHARJAH**  
**STUDENT LEAVE APPLICATION FORM**

NAME OF THE STUDENT : \_\_\_\_\_ GRADE/SEC: \_\_\_\_\_

DURATION OF LEAVE : FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVE : \_\_\_\_\_

CONTACT NO: RES: \_\_\_\_\_ MOBILE: \_\_\_\_\_

WHETHER TRANSPORT AVAILED, IF YES, BUS NO.: \_\_\_\_\_

(If the transport is not used please write N.A. (Not Applicable))

**UNDERTAKING BY PARENT :**

I've cleared all the dues and undertake to give my ward sufficient help to cover the portions he/she will be missing. Having faith in the School's efforts in helping my child, I shall not hold the institution responsible if my child fails to perform well in the examination. I am aware that my ward requires **75% attendance** as per MOE regulations, failing **which he/she can be retained** in the same class at the end of the academic year.

NAME OF PARENT : \_\_\_\_\_ DATE : \_\_\_\_\_

SIGNATURE OF PARENT : \_\_\_\_\_

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**LEAVE APPROVED BY :**

Signature of Principal / Vice Principal / Headmistress : \_\_\_\_\_