

New Horizon School

North of Humayun Tomb, Hazrat Nizamuddin, Mathura Road, New Delhi - 110013

Phone Numbers: 01165656494, 011-24358560 fax 011-24352400

School Website: www.nhsdelhi.com School E-Mail Address:

nhsschoolorg@yahoo.com

Student Leave Application Form

(For all types of leave)

| | | | |
|---|--|----------------|--|
| Name of the Student (in block letters) | | Class/ Section | |
|---|--|----------------|--|

| | | | | | |
|----------|--|---------------|--|----------------|--|
| Roll No. | | Admission No. | | Class Teacher: | |
|----------|--|---------------|--|----------------|--|

| Reasons of leave(Tick appropriate one) | | | | | | |
|--|--------------|----------------|----------------------------------|------------------------|------------------------|-----------|
| Medical | Woke up late | Missed the bus | Marriage/ Function in the family | Sickness in the family | Accident in the family | Any Other |
| | | | | | | |

(For Medical Leave, Medical Certificate to be produced)

| | |
|--|---------------|
| Medical Certificate is attached or not | |
| Date: | Issued by Dr. |

| | | | | |
|---------------------|---------------------|-----------------------|------------------------------------|------|
| Father's Sign/ Name | Mother's Sign/ Name | Guardian's Sign/ Name | Student Sign (Class VI onwards) | Date |
|---------------------|---------------------|-----------------------|------------------------------------|------|

| Leave Records: No. of Leaves availed in:(To be filled by the Class Teacher) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----|---|-----|---|-----|---|-----|---|-----|---|------|---|-----|---|-----|---|-----|---|-----|---|-----|---|-------|---|--|
| Jan | | Feb | | Mar | | Apr | | May | | Jun | | July | | Aug | | Sep | | Oct | | Nov | | Dec | | Total | | |
| C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | C | M | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |

Office Use Only

| | |
|-------------------------------------|-------------|
| Prior Permission Sought/ Not Sought | |
| | |
| Class Teacher | Received by |

Stamp

For Principal/ Headmistress

| | | | | | | | |
|--|---------------------------------|--|-----------|---|---------------------------------|--|--------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Leave Sanctioned/Not Sanctioned</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Principal</td> </tr> </table> | Leave Sanctioned/Not Sanctioned | | Principal | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Leave Sanctioned/Not Sanctioned</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Headmistress</td> </tr> </table> | Leave Sanctioned/Not Sanctioned | | Headmistress |
| Leave Sanctioned/Not Sanctioned | | | | | | | |
| | | | | | | | |
| Principal | | | | | | | |
| Leave Sanctioned/Not Sanctioned | | | | | | | |
| | | | | | | | |
| Headmistress | | | | | | | |