



**STUDENT SINGLE WINDOW REQUEST  
FOR LEAVES**

Date of Application

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Div \_\_\_\_\_

SR. NO.	PARTICULAR	(✓)
1	Leave	
2	Early Leave	
3	Late Entry	

**Request Details**

---

---

---

---

---

---

---

Parents / Guardian Sign \_\_\_\_\_ Contact No. \_\_\_\_\_

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved ☐  
Not Approved ☐  
Sign\_\_\_\_\_

■ Section Coordinator's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved ☐  
Not Approved ☐  
Sign\_\_\_\_\_

To be filled by Coordinator

Leave already taken ☐

Leave pre approval ☐

Attendance Record  /  %

■ Hostel Incharge's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved ☐  
Not Approved ☐  
Sign\_\_\_\_\_

■ Director Principal's Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved ☐  
Not Approved ☐  
Sign\_\_\_\_\_

■ Chief Mentor's Remarks \_\_\_\_\_  
\_\_\_\_\_

Approved ☐  
Not Approved ☐  
Sign\_\_\_\_\_

Status

Request Close Dt

Courtesy Call Dt