



**MESCO PUBLIC SCHOOL**  
**Dhanaura Road, Amroha**

**MESCO/CIR-P/25/25-26**

**7<sup>th</sup> August, 2025**

**Subject: Leave Application Format**

Dear Parents,

As per CBSE guidelines Circular No. CBSE/COORD/Shortage-Attend./2025 dated 4<sup>th</sup> August 2025, students are required to maintain a minimum attendance of 75% to be eligible for examinations. To ensure your ward's attendance is accounted for, please submit a leave application with supporting documents (medical or otherwise) whenever they take leave.

Unauthorized absences will be marked if a written request is not submitted. You can find the leave application format attached.

To,  
The Principal,  
MESCO Public School,  
Amroha.  
Date: \_\_\_\_\_

Respected Madam,

I, \_\_\_\_\_, student of \_\_\_\_\_, am writing to request a leave of absence from school for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_, due to \_\_\_\_\_.

I would be grateful if you could approve my leave application.  
Thank you for your understanding.

Sincerely,

Student's Name: \_\_\_\_\_  
Class: \_\_\_\_\_  
Roll No.: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Warm Regards,

Pooja Buttan  
(Principal)