



# Akhtar International Learning School

Path to Lifelong Learning

## Student Leave Request Form

### Student Information:

Full Name of Student		Student ID	
Grade/Class		Date of Birth	

### Leave Details

<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Personal Leave	<input type="checkbox"/> Family Emergency	<input type="checkbox"/> Other (please specify)
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(Please provide other details for the leave request.)

Leave Start Date	Leave End Date	Total Number of Days
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(Please provide a brief explanation for the leave request.)

### Parent/Guardian Contact Information:

- Full Name of Parent/Guardian: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Acknowledgment and Consent

By signing below, the parent/guardian and student acknowledge the following:

- **Parent/Guardian Consent:** I confirm that the leave requested is genuine and necessary. I understand the importance of ensuring the student completes any missed assignments or lessons upon return.  
☐ I acknowledge that the school has the right to request supporting documentation for leave requests, especially for extended or medical leaves.
- **Student Commitment:** I will ensure that all missed work will be completed promptly upon my return to school.

### Signatures

- Parent/Guardian Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

### Student Leave Request Form (V.1.0)

Address: Near Isalam City, Ladhawala Warraich, Gujranwala

Phone: +92 306 8731934  
Email: admin@ails.school  
Website: www.ails.school



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- **Student Signature (if applicable):** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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## For School Use Only:

- **Leave Approved By:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
  - **Additional Comments (if any):** \_\_\_\_\_
  - **Leave Status:**
    - ☐ Approved
    - ☐ Denied
    - ☐ Pending (Additional Information Required)
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## Important Notes:

1. Leave requests should be submitted at least **1 days** before the intended leave date, unless it's an emergency.
  2. Students are responsible for catching up on missed work after their leave.
  3. Extended leaves (more than 3 days) may require additional documentation, such as a medical certificate or a note from a guardian.
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This **Leave Form** allows for the efficient processing of leave requests while ensuring that both the school and parents are on the same page regarding attendance and responsibility for missed work.