School leave application written by a parent

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
The Class Teacher
Class [Class] - Section [Section]
[School Name]

Subject: Leave application for [Child's Name], Roll No. [Roll Number]

Respected Madam / Sir,

I am the [father / mother / guardian] of [Child's Name], a student of Class [Class], Section [Section], Roll Number [Roll Number]. I request you to grant leave to [him / her] from [Start Date] to [End Date] ([Number] days) because [reason, for example, fever / a family wedding out of town].

[He / She] will rejoin school on [Return Date]. I will make sure that [he / she] copies the notes and completes the homework that is given during these days. Please let me know if any test or project falls in this period so that we can plan for it.

I kindly request you to excuse the absence and grant the leave.

Thank you.

Yours faithfully,

[Parent's Name]
[Relationship to Student]
[Phone Number]

(If the child is unwell, a doctor's note can be attached if the school asks.)