**Sick Leave Application Sample for Students**

To  
The Principal,  
Bricks School System.  
United States

**Subject: Application for Sick Leave for Student**

Respected Madam,

It is kindly stated that due to a sudden illness I will not be able to attend school for a few days. I request you to grant me leave for the days that I will miss. I hope to recover soon and make up for the lost work. I shall return to school as a healthy student and take due care that my work or performance does not suffer.

Yours Obediently,  
Name:—————  
Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sick Leave Application from Parents**

To,  
The Principal,  
Elite School  
Karachi, Pakistan.

**Subject: Sick leave application by parents**

Respected Sir,

Please be informed that our son who attends your school for grade eight has been down with fever for the last two days and requires leave from school to recover. The doctors believe he is suffering from common cold and flu but since it is contagious he should stay at home and rebuild his strength. He already suffers from low immunity. We are aware of the school policy that he cannot avail leave from school beyond a certain limit and he is already at the margin. It is an unavoidable absence and we request your  
collaboration.

We shall try to take all measures to help him regain health soon. We would be grateful if his teachers could cooperate and inform us the lessons he will be missing or has missed already. We do not want his absence from school to be an excuse for poor results.

Yours Truly,  
Mr. Faiz Aleem  
3 rd November, 2015.

**Sick Leave Application Sample for Students**

The Principal,  
Wilson Elementary High School,  
London, United Kingdom.

**Subject: Application for Sick Leave for Student**

Reverent Sir,

With due honor and respect, I would like to state the reason of writing this application to you. I am mother of Mr. David who is recently admitted here in 1 st year. It is his nature that he had developed a sort of Exam Fever and to a greater extent that even doctor feels himself helpless as what to do with this case!

In the school, exams are approaching fast and near; and David had developed his mania! He is good in studies but before each exam he needs psychological assistant and for that reason I want a leave till his first paper. All the requisite documents are attached with this application for your kind review. Thank you.

Yours Truly,

Ms. Liza Ferns.  
31 st August,2016

**Easy Template of Sick Leave**

The Principal,  
ABC School System.

**Subject: Application for Sick Leave**

Respected Ma’am,

I beg to state with due respect that I am not able to come to school tomorrow as I am feeling really drowsy. Doctor has identified low blood sugar level in me and to properly get treatment I need to visit hospital tomorrow. Because of this situation I request you to please grant me leave for a day. I shall be very grateful to you.

Yours Obediently,  
Sarah  
Grade: 7th  
Date: 8/2/17

**Application for Sick Leave**

The Concerned Person,  
ABC School.

**Subject: Sick Leave Application**

Respected Madam,

I have to notify you that I am not in a position to come to school as I am ill for a week and subjected to complete bed rest for three days. On account of my sickness, I request you to kindly grant me leave for 6th-8th May, 2016. I shall be utterly obliged in for this.

Thanking you I remain.

Yours Obediently,

Name:  
Class:  
Roll number:  
Date:  
Parents’ Signature:

**Sample Sick Leave Application for Students**

The Principal,  
Ehsna Foundation, Vietnam.

**Subject: Application for Sick Leave**

Respected Sir,

It is stated that my daughter Victoria  is student of grade 4th in your school. She is suffering from sever diarrhea since last two days. For this she is not able to attend her classes at school. Therefore, I request you to please grant her leave for two days so that she may recover and come back to school. I shall be thankful in this regard.

Sincerely,  
Edward James F/O Victoria.  
Date: 4th December, 2014

**Easy Format of Sick Leave Application**

The Principal,  
Stars School System.

**Subject: Application for Sick Leave**

Respected Madam,

It is to inform you that I am student of O-level in Branch-A. I have got severe cholera and due to this I am not able to be at campus for about three days. I want you to kindly grant me leave for 6th to 8th June, 2015. I am already having treatment and I hope to recover from this illness soon. I shall be thankful for your consideration.

Yours Obediently,

James Steve.  
O-level.  
Reg num: 200.

**Easy Format of Sick Leave Application from Parents**

The Principal,  
Scarsdale International School,  
United Kingdom.

**Subject: Sick Leave Application**

Respected Madam,

Most respectfully, It is stated that my child is suffering from high fever and vomiting due to which he/she cannot come to school. He/she is studying in your institute in class \_\_\_\_\_\_\_\_section —— of \_\_\_\_\_\_\_\_\_ wing. I will take the class work of my child from his/her teachers and will try to complete the work at home before sending him/her to school again. My child is good in studies but due to sickness he/she lacks in concentration and focus level on his/her studies. After he/she gain health I request you please take the missed papers and dictation work or other tests routinely taken by you in schools as home tests. I, on behalf of him/her, humbly request that kindly grant my child sick leave from——to——. I will be very  
thankful to you.

Yours Truly,  
Dated: \_\_\_\_\_\_\_\_

**Sick Leave Application for Parents**

The Principal,  
International Grammar School, Canada.

**Subject: Application for Sick Leave**

Respected Madam,

With due respect it is to inform that my son Jhony James is studying in your school in class 9th. He is sick as he has got severe attack of cholera. Doctor has prescribed medicines and he is feeling weakness and not able to come school. I hereby, request you to please grant him leave for 3 days. He will cover up the home tasks soon. I shall be obliged to you.

Truly,  
James Green.  
Contact:00000  
5th December,2014.

**Sick Leave Application Format**

The Principal,  
Beaconhouse School System, Lahore

**Subject: Sick Leave Application**

Respected Sir,

Please be informed that I am Tom George, student of grade 10th in this institution. Unfortunately, my health is down as I have stomach problem since long. From yesterday, pain is severe and I have to be admitted in hospital for few days. For this I shall not be able to attend school. Kindly, grant me leave for a week. I shall be grateful to you in this regard.

Yours Obediently,  
Tom George.  
Grade-10  
9th December,2014

**Leave Application due to Temperature from Mother**

To,  
The Principal,  
American Lystef

Respected Madam,

With due Respect, It is stated that Aroosha Imran is studying in class 2-A. She was suffering from severe fever last week and therefore, she was not able to attend school. Kindly allow her to sit in class. I shall be grateful to you. The medical certificate is attached with application.

Sincerely,

Gul Imran Mother of Aroosha Imran

**Sick Leave Application Sample for College**

The Principal,  
Unique College, Lahore.

**Subject: Application for Sick Leave**

Respected Madam,

I beg to state that I am Sania Shah student of 2nd year in this college and my roll number is 1234. I want to inform that I have kidney problem and for the treatment of which I have an appointment with doctor and I have to go to hospital. Kindly, grant me leave for a day so that I can get rid of the problem. I shall be so thankful to you.

Yours Obediently,  
Sania Shah.  
2nd Year.  
7th December, 2014.

Sick Leave Application Sample for College

**Application of Sick Leave for University Students**

The Dean,  
Faculty of Computer Sciences,  
Lahore University.

**Subject: Application for Sick Leave**

Respected Sir,

It is stated that I am Asma Haider, student of BS. Computer Sciences Semester 3rd in this University and my registration number is Comp-190. It is to inform that I am suffering from stomach problem since last two days, I have severe constipation along with pain that even I cannot stand up. I really have a critical condition. As suggested by my Doctor, I need to be admitted in the hospital until I recover.

In this condition of mine I am not able to come to University and attend classes. I understand that finals are nearby but I will cover up the syllabus soon.  I request you to kindly, grant me leave for a week from 3rd Sep to 10th September 2014. Your kind consideration is required.  
Thanking You I remain,

Yours Obediently,  
Asma Haider.

Application of Sick Leave for University Students

**Sick Leave Application from Guardian**

To:  
The principal,  
Labart Institute  
D.H.A XX Sector 5/22 Phase 3  
Lahore.

**Subject: Application for sick leave**

Sir/ Madam:

Respectfully say, my Son/ Daughter……. is student in your school under the registered roll number …….. in class……… is unable to attend the school from ………… to ……….. on account of high fever. Kindly grant him/ her leave for above mentioned days. I shall be very thankful to you for this favor.

Here I attached medical certificate approved by relative hospital / clinic on the back of the leave.

Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_  
Date:\_\_\_\_\_\_\_\_\_\_\_\_  
Guardian:\_\_\_\_\_\_\_\_\_\_

**Short Application for Sick Leave**

The Principal,  
ABC School.

**Subject: Application for Sick Leave**

Sir,

With high esteem and respect it is stated that I am Ali Khan student of Grade 5 Lily and I am not able to come to school as I am not feeling well. Its continuous dizziness and vomiting since yesterday night. I need to visit the hospital at sharp 10:00 am for my checkup. Kindly, grant me leave for today. I shall be thankful to you.

Yours Obediently,

Ali Khan.  
Roll number: 098.

**Leave Application for Student due to Tooth Ache**

Respected Sir,

It is to state with much honor and prestige that I am studying in this school with you since 2005 and I had not applied for any sick leave so far, but now I am suffering from tooth ache and doctor advised me proper check up. I cannot pay attention on my studies due to pain. Kindly grant me leaves for one week so that I can better take care of myself. Thanking in anticipation.

Yours Obediently,

Johnn.

**Leave Application for Academy**

The Coaching Head,  
Alma Academy.

Respected Sir,

It is stated with deep reverence that I am not able to join for today’s match as I am exhausted and feeling dizzy. I am having fever too and this had made me unable to come. Kindly grant me leave for today, I shall remain thankful.

Yours Obediently,

Sarah Kim  
Contact:00-00-00

**Sample Format of Sick Leave Application due to Paralysis for Student**

To,  
The Principal,  
Allied Military School,  
California, United States of America.

**Subject: Leave application due to paralysis**

Respected Sir,

With due respect it is to state with much grief that my mother is undergoing the tremors of pains of paralysis that suddenly caught her at this weekend and now it is impossible for me to leave her on her own and attend the school for examination.

It is my request to kindly exempt me from this pre-board examination held in the school so that I can better take care of my mother in this state. I had attached all the necessary documents with this application for your kind and prompt response. I will be available in the final exams, but admission is sent on the basis of pre-board result so please see to this matter with your heart. Thank you.

Yours Truly,  
Ms. Jade Jones,  
13 th February, 2017

**Sample Application format for Sick Leave due to Ear Pain**

To,  
The Principal,  
Martin Star School,  
London, England.

**Subject: Sick leave due to Ear Pain**

Respected Sir,

I beseech to say that that I am suffering from severe ear pain since two days. So, I am incapable to attend the school for this whole week. I assure you I will complete my assignments as soon as I rejoin the school. I am studying in  
7 th grade of section Aster and my name is John Dewey.

I have attached my medical prescription with this application as evidence to be believed in. kindly grant me the said leaves so that I can get recovery as soon as possible. Thanking in anticipation.

Yours Faithfully,

Mr. John Dewey,  
2 nd March, 2017.

**Application of Leave by Student**

Respected Madam,

**Subject: Application of Leave**

With deep reverence it is stated that, our pre-mocks has been started from this week but really unfortunately I’m not able to make it as I’ve got severe throat infection. Owing to my condition I am not able to write in assessment. I request you to please grant me leave for two days out of which one day is the assessment. I’ll request teacher for the rescheduling of it. Kindly, grant me leave. I shall be thankful to you.

Yours Obediently,  
Name\_\_\_\_\_\_\_\_  
Grade\_\_\_\_\_\_\_\_\_