**PERMISSION LETTER**

**FOR THE PARENT/GUARDIAN**

I, the parent/guardian of Master/Kumari \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of *(class)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,* understand that my ward needs \_\_\_\_\_\_\_\_\_\_\_ day/s leave from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ for *(reason) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

My ward has my full permission for the above. I assure that this leave will not have a negative impact on my ward’s academics.

I also understand that my ward will be fully responsible for his/her own **conduct & safety** and for the safety of his/her belongings during this entire period.

***Name of the Parent/Guardian:***

***Signature of the Parent/Guardian:***

**FOR THE STUDENT**

I, need \_\_\_\_\_\_\_ day/s leave from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will ensure that my academics won’t be negatively impacted due to this. I also understand that I am solely responsible for my safety and for the safety of my belongings during this time period.

I will be on my best behavior always during the above mentioned period and promise that I won’t let my college down due to my action/inaction.

***Name of the Student:***

***Semester & Department: Student ID :***

***Date: Signature of the Student:***

Approval

***CO-ORDINATOR Tutor HOD PRINCIPAL***