

SRI
SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL
CHENNAI 600 063

Letter No.55/Parents (JM1 – XII)/2024-25

12.08.2024

Dear Parents

Sub: Online Leave Application Form – Attendance Policy – Reg.

We bring to your notice that the Leave Application form has been digitalised for all the students of Classes JM1 – XII.

We request you to adhere to the following with regard to the same.

1. Submit the Online Leave Application Form, available in the Parents' Portal, when you avail leave for your ward, by enclosing the authenticated Documents/Medical Certificate.
2. Access to this online form, for leave to be availed on prior intimation is strictly restricted **to only 2 days per month.**
3. If leave availed or if the absence exceeds two days per month, submit the printed version of the Leave application with the necessary attachments.
4. Emails/Any other type of requests will not be accepted regarding leave.

We solicit the cooperation of all parents in this regard.

Thank you

Yours faithfully



Principal