



Mar Thoma Sunday School, Kuwait
www.kuwaitmarthoma.com

TEACHERS' LEAVE APPLICATION

Name of teacher : _____

Class & Division : _____

Telephone No. : Res _____ Mob. _____

LEAVE PARTICULARS:

Leave Date : From _____ To _____

Reason for leave : _____

Date: _____

Signature: _____

FOR OFFICE USE:

Leave Status & Substitute arrangement: _____

Date: _____

(Headmaster's Signature)

1. Mark the particulars with leave status in the main attendance register.
2. Mention the Status in Teachers' Yearly Participation report.