

Application for Sick Leave in School to Principal

Simple English formats, examples and a Hindi sample | SarkariResultsERA.in

Quick answer: A sick leave application should state the student's name, class and section, the reason for absence, and the exact dates for which leave is requested. Keep it polite and brief.

1. Standard format

To,
The Principal,
[School Name],
[City]

Date: [DD/MM/YYYY]

Subject: Application for Sick Leave

Respected Sir/Madam,

I am [Your Name], a student of Class [Class and Section] in your school. I am unwell and have been advised to take rest. Therefore, I will not be able to attend school from [Start Date] to [End Date].

Kindly grant me leave for [Number] day(s). I will complete the lessons and assignments missed during my absence.

Thanking you,
Yours obediently,
[Your Name]
Class: [Class and Section]
Roll No.: [Roll Number]

2. One-day sick leave application

To,
The Principal,
[School Name],
[City]

Date: [DD/MM/YYYY]

Subject: Application for One-Day Sick Leave

Respected Sir/Madam,

I am [Your Name] of Class [Class and Section]. I am suffering from a headache and fever, so I am unable to attend school today, [Leave Date]. Kindly grant me leave for one day.

Thanking you,
Yours obediently,
[Your Name]
Class: [Class and Section]
Roll No.: [Roll Number]

3. Two or three days of sick leave

To,
The Principal,
[School Name],
[City]

Date: [DD/MM/YYYY]

Subject: Application for Three Days' Sick Leave

Respected Sir/Madam,

I am [Your Name], a student of Class [Class and Section]. I have been unwell, and I need a few days to recover. I will therefore be unable to attend school from [Start Date] to [End Date].

I request you to kindly grant me leave for three days. I will complete the missed classwork after returning to school.

Thanking you,
Yours obediently,
[Your Name]
Class: [Class and Section]
Roll No.: [Roll Number]

4. Application written by a parent

To,
The Principal,
[School Name],
[City]

Date: [DD/MM/YYYY]

Subject: Sick Leave Request for My Child

Respected Sir/Madam,

I am the parent/guardian of [Student Name], who studies in Class [Class and Section]. My child is unwell and will not be able to attend school from [Start Date] to [End Date]. I request you to kindly grant leave for this period.

Thank you for your understanding.

Yours sincerely,
[Parent/Guardian Name]
Parent/Guardian of [Student Name]

5. Short application for younger students

Respected Sir/Madam,

I am [Name] of Class [Class]. I am sick and cannot come to school today. Please grant me leave for one day.

Thank you.
Yours obediently,
[Name]

6. Hindi sample

