



**Saupin's School**  
**(Chandigarh)**  
**Notice for Classes Nursery – XII**

**CIRCULAR No. SS/CHD/2025/14**

**Date: 08.07.2025**

Subject: Submission of Student Leave Applications Before 9:30 A.M.

Dear Parents,

This is to inform you that all student leave applications must be submitted by 9:30 a.m. on the day of absence. Timely intimation is essential for accurate attendance recording and student safety.

Please Note:

- Applications received after 9:30 a.m. will not be considered.
- Leave can be informed through the school app.
- For extended leave supporting document should be provided.
- For medical leave medical certificate from MBBS Doctor is must.
- In case of leave for more than two days, approval of the Principal's is required.

We seek your cooperation in maintaining timely communication regarding student absenteeism.

Warm regards,

Principal