

INDIAN SCHOOL AL GHUBRA

10<sup>th</sup> January 2023

To Parents of students from KG-1 to Class 12

Dear Parents,

You are requested to kindly note the following:

1. Request for leave may kindly be sent through our school mobile app. Please find the steps below to apply for leave on the mobile app:-
  - a) Sign in to the mobile application using your credentials.
  - b) On the Home Screen, click on the 'Leaves' icon.
  - c) On the top right corner, click on the '+' button to add a new leave request.
  - d) Choose the Start Date and End Date and enter a valid Reason in the respective space provided.
  - e) Click on Submit. Your leave request is now submitted and will be viewed by the concerned person.
  
2. Request for leave exceeding a week or more for any special reason may please be sent to the Principal / Vice Principal for approval.

With best wishes

Principal