



01907-266421

# ST. MARY'S HIGH SCHOOL

Senior Secondary Co-Educational School, Sundernagar (Affiliated to CBSE)

Distt. Mandi(H.P.) - 175018

ESTD. 1976 Website: <https://smaryssundernagar.com>, Affiliation No. 630015, School Code: 43008

Date: 06-06-2025

## NOTICE

Dear Parents,

We would like to remind you of the procedure regarding leave application for your wards.

1. No student, on his own, is allowed to apply for leave.
2. If your child needs leave for a day or two, you need to send an application through the **School App** either in the previous evening or in the morning by **07:50 am**.
3. If for more than two days, then the parents should come to the school with the written application at least a day before availing of leave except in medical emergency.

The application should include the following details:

1. Student's Name
2. Class & Section
3. Reason for leave
4. Parent/Guardian's Signature

Regards,

Manager

Manager  
St. Mary's High School  
Sundernagar (HP)