

## STUDENT OUT PASS APPLICATION FORM

*Please attach two recent passport size photographs (for each child) along with this application.*

NAME OF STUDENT/S <i>If requesting for more than one student, please enter the names of all siblings.</i>	YEAR and SECTION
1.	
2.	
3.	
4.	
5.	

### PARENTAL CONSENT

**I request the school to issue an outpass for my child/children at home-time dispersal, for reasons mentioned below:**

**Period of out pass requirement:**

**Full Academic Year:** \_\_\_\_\_

**From** \_\_\_\_\_ **to** \_\_\_\_\_ *(specific period only)*

*Note: The out pass will be valid for only the current academic year and should be renewed annually. If not requested for a full year, please specify the time period.*

**Name and Signature of Parent:**

**Date:**

**Email:**

**Mobile no.:**

### FOR SCHOOL OFFICE USE ONLY

**Head of School:**

**Date:**

**Principal:**

**Date:**

### **Important guidelines for parents:**

- Students should carry their out pass daily to school and present at the gate during after-school dispersal. No student will be allowed to leave the school premises without the out pass.
- Any change in existing arrangements should be immediately brought to the notice of school authorities.
- For safeguarding reasons, parents are requested to personally supervise their wards travelling to and from, and school should not be expected to take on responsibility outside the times of school supervision.