



### Submitted Leave

<b>Student Name:</b>						
<b>Student ID:</b>					Mobile	
<b>Year:</b>		<input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth <input type="checkbox"/> Sixth				
<b>Leave date/s:</b>		One Day : (   /   /   ) More than one : from (   /   /   ) to (   /   /   )				
<b>Requested Department</b>		<input type="checkbox"/> MDS/DMS <input type="checkbox"/> RDS <input type="checkbox"/> PDS <input type="checkbox"/> SDS <input type="checkbox"/> AAO (DEN)				
<b>Course</b>	<b>Course code</b>	<b>Theory</b>	<b>Practical</b>	<b>Received (Course coord. Signature)</b>	<b>Accepted</b>	<b>Rejected</b>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>

This leave is submitted to the Academic Affairs Office (AAO) for documentation, verification, and monitoring of excuses submitted to the course coordinators.

**Academic Affairs Office**