

**Annexure - 5**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR CONDONING SHORTAGE OF ATTENDANCE**

XI/XII

1. Name and school code of the higher secondary :  
school with district
2. Name of the candidate as per the admission :  
register (in block letters) and postal address :
3. Total No. of school days as on 31 January (Std. XI/XII) :
4. No. of days present :
5. No. of days absent :
6. Percentage of attendance obtained :
7. No. of days for which condoning is required :
8. No of school days included in the medical certificate :  
(The days of absence to be condone should be inclusive  
of the period of absence mentioned in the medical  
certificate)
9. Details of absence, reason and whether medical certificate is enclosed or not.

Date		Reason for absence	Whether leave application submitted in time	Whether leave sanctioned by the principal	Whether medical certificate enclosed for the days of absence
From	To				

10. Particulars of condonation fee remitted (Head of account 0202-01-102-97-[03] other receipts.)
  - a. No. and date of chalan :
  - b. Name of treasury :
  - c. Amount remitted :
11. Signature of the student :
12. Remarks of the Principal (mark 'yes' or 'no') :
13. Whether recommended for the condonation :
14. Whether obtained not less than 50% of attendance :
15. Whether the total condonation days (absented school days) are included in the medical certificate :
16. Whether condonation obtained previously :

Certified that timely submission of application for leave was made and leave has been granted.

Place :

Date :

(School seal)

Signature of the Principal