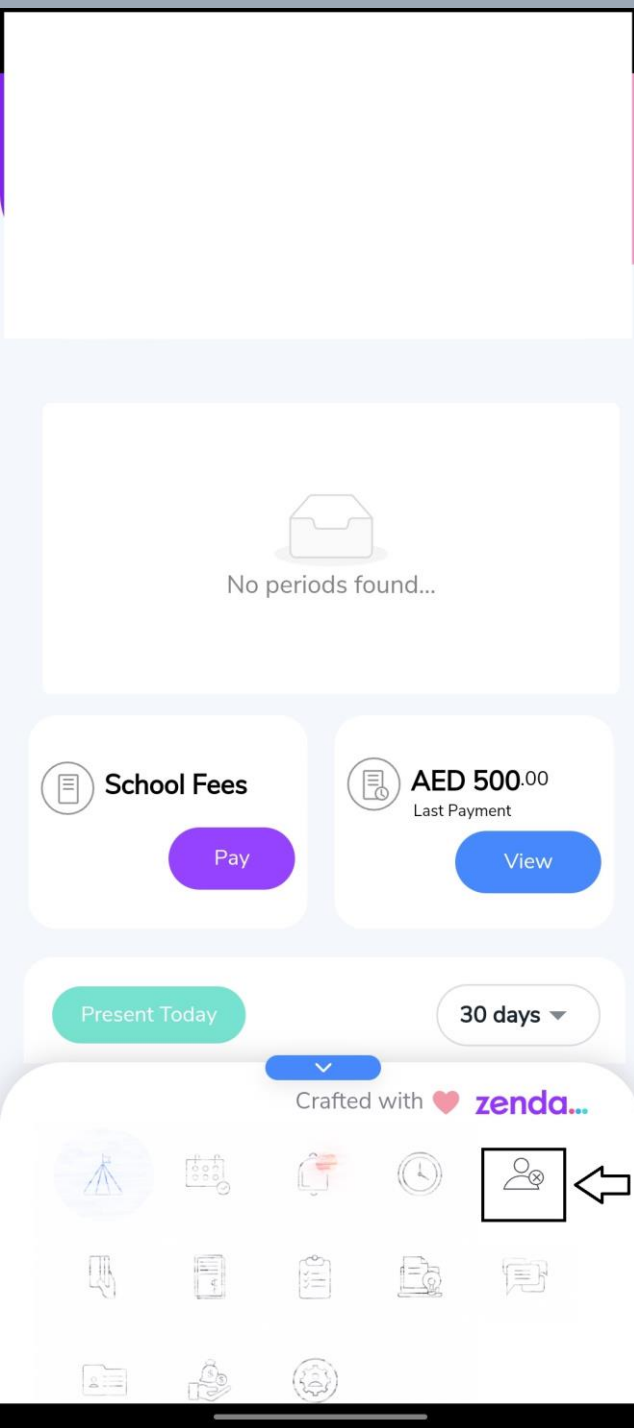




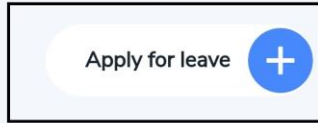
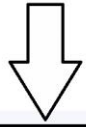
STUDENT LEAVE MANAGEMENT- PARENT MOUDULE

ZENDA APPLICATION



STEP 1:

- Parents should login through Zenda application by their Registered Mobile No Or by Registered email id.
- Click the icon shown in the picture with arrow



STEP 2:

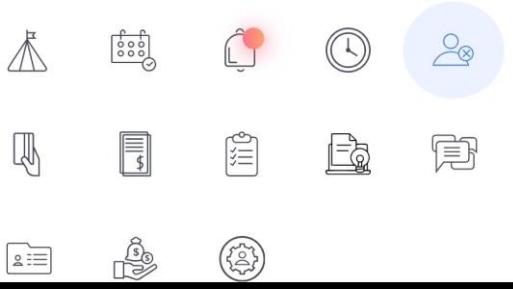


➤ Click the apply leave menu

Suffering from cold and... Applied

From Date	To Date	Applied Date
1/5/2023	2/5/2023	2/5/2023

Crafted with zendesk...



Apply Leave



Student Name: Ryan Kemuel Prince

Teacher: JUDITH TERESITA

Class: Grade 4-A

* From

Select date



* To

Select date



* Reasons

Reason for leave application

* Description/Additional Notes

Describe your reason

Upload Instructions :

Please upload files from local storage

(Max File count:5, Max file size in kb:750

Supported file types:

png,gif,jpg,jpeg,pdf,docx,mpg,mpeg,avi,mp4,mp3,doc,xls,xlsx)

STEP 3:



Kindly update the leave duration by selecting from and to date

Upload document from



Apply Leave



Student Name: Ryan Kemuel Prince

Teacher: JUDITH TERESITA

Class: Grade 4-A

* From

24-05-2023



* To

24-05-2023



* Reasons

Reason for leave application



Attending Interview (OI)

Bereavement (B)

Child Travelling (OT)

Excluded (OE)

Family Holiday (OH)

Medical Appointments (OM)

On Leave (Unknown Reason)

3.doc.xls,

Other Circumstances (OC)

Upload document from



STEP 4:

- Select the reason for the leave

Class: Grade 4-A

* From

24-05-2023



* To

24-05-2023



* Reasons

Reason for leave application

* Description/Additional Notes

Describe your reason

Upload Instructions :

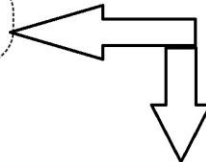
Please upload files from local storage

(Max File count:5, Max file size in kb:750

Supported file types:

png,gif,jpg,jpeg,pdf,docx,mpg,mpeg,avi,mp4,mp3,doc,xls,
xlsx)

Upload document from



Save

STEP 5:

- Upload the supporting documents, if any. e.g (Sick Leave Certificate)
- Final step, click the save button to send the leave request to the respective class teachers.