

How to Apply Leave?

Dear Parents,

We have now introduced **School Leave Module** on **ODM Connect** where it's mandatory to apply leaves for your wards before taking any type of leaves.

Day Scholars / Day Boarders

School Leave

If Student will be on Leave for 1-2 days or more then the parent needs to apply **School Leave**.

Steps to apply-

Login on ODM Connect > Non Academics > Student Leave > School Leave > Fill details > Submit

Note- You will be allowed for leave when the leave will be approved or else you will be considered as Absent.

Short Leave/Emergency Leave

If Student is in School Premises and the Parents want to take their ward outside the campus. In such cases, they will request their **Class Teachers** to raise a leave request.

The Respective Class Teacher will apply for the Short/Emergency Leave on behalf of the parent.

You will be allowed to take your ward outside the campus once the leave is approved by their Class Teachers and the Security incharges will update the same during Exit.

Note- Short/Emergency Leave are only for the same day. You will be allowed for Short leave only when the leave is approved by the Class Teachers.

Residential Students

School Leave

If Student will be on Leave for 1-2 days or more, then the parent will apply for **School Leave**.

Case 1

If the student wants to apply only for Academic leave and stays in the hostel. The **Parent** will select **School Leave > Academics**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > School Leave > Academics > Fill the details > Submit

Case 2

If the student wants to apply only for Hostel leave continuing the classes from Home, then the **Parent** will select **School Leave > Hostel**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > School Leave > Hostel > Fill the details > Submit

Case 3:- If the student wants to apply for **Both (Academic + Hostel Leave)** then The **Parent** will select **School Leave > Both**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > School Leave > Both > Fill the details > Submit

Note- You will be allowed for leave when the leave will be approved or else you will be considered as Absent.

Short /Emergency Leave (For the Same Day only)

If the Student is in School Premises and the Parents want to take their ward outside the campus or the student wants to stay in the hostel and for certain reasons doesn't want to attend the classes. In such cases, they will request their **Boarding Managers** to raise a leave request.

The Respective **Boarding Managers** will apply for the **Short/Emergency Leave** on behalf of the Parent.

Case 1

If the student wants to apply only Academic leave and stays in the hostel. The **Boarding Managers** will apply for **Short/Emergency Leave > Academics**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > Short/Emergency Leave > Academics > Fill the details > Submit

Case 2

If the student wants to apply only for Hostel leave after the classes then the **Boarding Managers** will select **Short/Emergency Leave > Hostel**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > Short/Emergency Leave > Hostel > Fill the details > Submit

Case 3

If the student neither wants to attend the classes nor wants to stay in the hostel then the **Boarding Managers** will select **Short/Emergency Leave > Both**.

Steps to apply-

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > Short/Emergency Leave > Both > Fill the details > Submit

Note- Short/Emergency Leave are only for the same day. You will be allowed for Short leave only when the leave is approved by the Boarding Team.

Sunday Outing

For the Sunday Outing Parent needs to apply for Sunday Outing through the ODM Connect App.

Steps to apply

Login to ODM Connect > Non Academics > Student Leave > Request New Leave > Sunday Outing > Sunday Outing > Fill the details > Submit

Note- You will be allowed for Sunday Outing only when the leave is approved by the Boarding Team.

* It is mandatory to apply leaves through ODM Connect, no other modes of communication are entertained.

*You will be allowed to take your ward outside the campus once the leaves are approved and the Security incharges will update the same during Exit.

Regards,
Team ODM