



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

Procedure for students to intimate for informed absence

The School Soft now gives a convenient mode for applying for informed leave of absence from school through the student profile.

All students and parents are required to use this method to avoid fine on account of an informed absence of student from the School.

Procedure to Apply

1. Students Log into their profile.
2. Click on the menu 'Inform Leave App'.
3. Press Add to enter data.
4. Enter 'From Date' and 'To Date'.
5. Enter reason in 'Remarks' column.
6. 'Save' and 'Log Off'.

Brij Bhushan Singh
Headmaster
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