M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 101 /2026-27
13/10/2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

Sub: Mandatory Leave Application through the School Parent Portal/Mobile App

Dear Parents,

This is to inform you that if your ward is unable to attend school on any working day, it is mandatory to submit a leave request through the **School Parent Portal or Mobile App**.

Please ensure that leave request shall be submitted in advance. If you wish to apply for leave on the same day, the request must be submitted on or before the following deadlines:

- **Morning Shift: 6:30 a.m.**
- **Evening Shift: 1:30 p.m.**

Leave request submitted after 6:30 a.m. for the Morning Shift or 1:30 p.m. for the Evening Shift will not be accepted for the current day and the student will be marked as absent. Notified leave request shall be marked as excused absence.

We request all parents to adhere to these instructions and use the School Parent Portal or Mobile App for submitting leave requests to ensure accurate attendance records.

Thank you for your cooperation and support.

Hameeda

HAMEEDA KADAR
Principal

To: All Parents/ Students of Classes KG-I to XII (Morning & Evening Shift)

Copy to: (1) Governing Board (2) Senior Vice Principal (3) V.P. /Head of Boys' Section (4) V.P. / Head of Girls' Section (5) HOS, Junior (6) HOS, KG (7) HOS, Eve. (8) HOS, Jr. Eve. (9) HOS, KG Eve. (10) HAI & QM (11) AHOS, Boys' (12) AHOS, Girls' (13) Manager, Admin & Facilities (14) Accounts Manager (15) Transport Manager (16) Teacher In-charge (17) Safety & Maintenance Engineer (18) Lead System Admin (19) ICT Section (20) Maintenance Supervisor (21) Coordinator, Campus Care & Housekeeping (22) Welfare Dept. (23) Procurement Manager (24) Canteen Supervisor (25) Library (26) Notice Boards.