



CHRIST SCHOOL-CBSE

Affl. No. 831274 ; School Code : 46907

Circular No: CST/CBSE/2025-26/CR018

Date: 19.07.2025

Implementation of Leave Request Module via Edisapp Mobile Application

Dear Parents,

Greetings from Christ School CBSE!

This is to inform you that a new "**Leave Module**" has been added to the Edisapp Mobile Application for the convenience and streamlined communication between parents and the school.

Effective from Monday (21st July 2025), all student leave requests must be submitted exclusively through the Edisapp Mobile App. Leave requests via email, written notes or any other format will no longer be accepted.

We request all parents to strictly follow this process going forward. Kindly refer to the pages attached to this circular for detailed step-by-step instructions on how to submit a leave request using the app.

Your cooperation is essential in helping us maintain an efficient and organized leave management system.

Thank you for your continued support.

Warm regards,

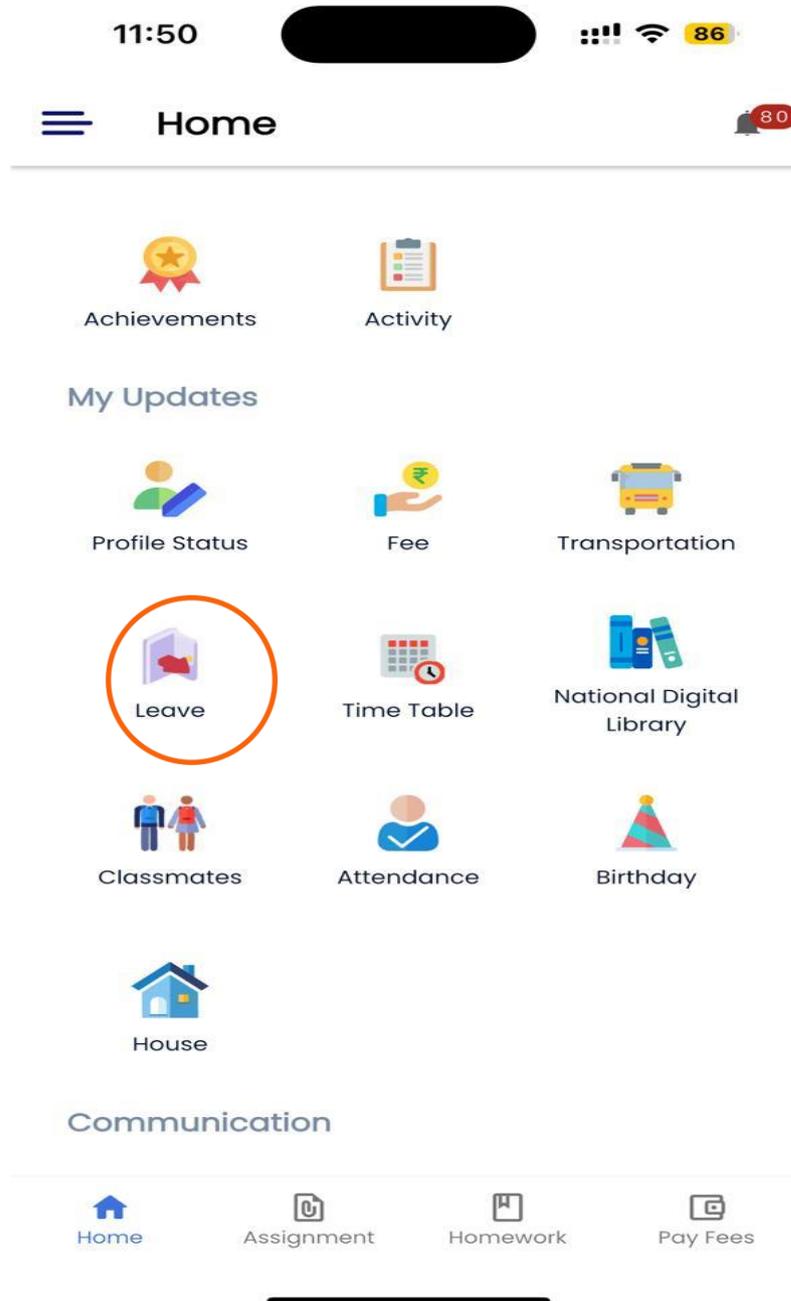
Fr. Dr. Johnson Kadaparambil CMI

Principal

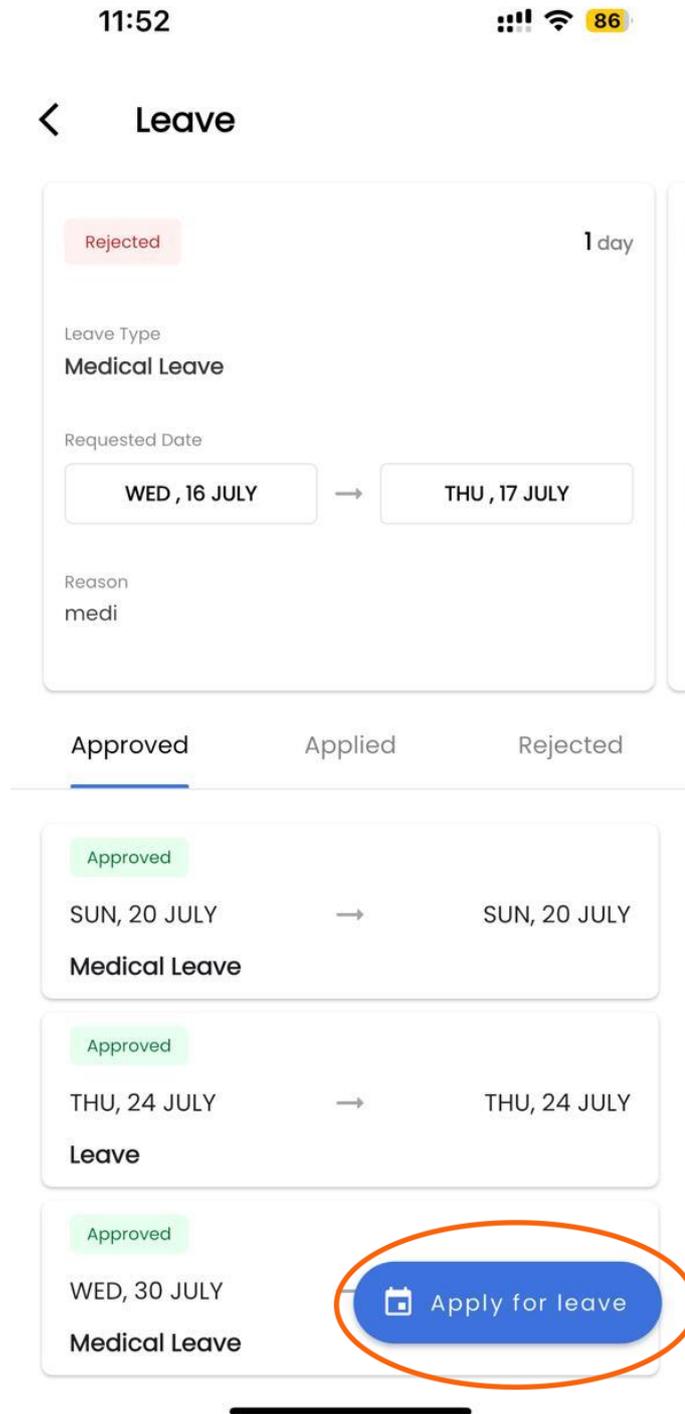


STEPS TO APPLY MEDICAL LEAVE/ LEAVE FOR STUDENTS

1. Log-In to the Edisapp Parent App
2. In My Update Tab – Click on Leave



3. After selecting the Leave option, proceed to 'Apply for Leave



4. After clicking on 'Apply for Leave', choose the dates for which the student is requesting leave

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[←](#) **Apply Leave**

New Application

Select Date *

▼ Afternoon

▼ Forenoon

Select a leave type *

▼

Reason *

Upload Attachments

Only .pdf, .jpg and .png files. 15MB max file size.

11:59

85

Apply Leave

New Application

SELECT DATE

Sat, Jul 19 

July 2025  

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CANCEL OK

5. After selecting the dates, choose the appropriate Leave Type (Medical Leave/Leave), provide a reason for your absence, and then click on 'Apply

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< Apply Leave

New Application

Select Date *

SAT, 19 JUL Afternoon

SAT, 19 JUL Forenoon

Select a leave type *

Medical Leave

Leave

Upload Attachments

Only .pdf, .jpg and .png files. 15MB max file size.

[Add File](#) 📎