

Department of Botany,  
The Open University of Sri Lanka,  
P.O. Box 21.  
Nawala, Nugegoda.

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Dear Student,

### Exemption from attending practicals

This refers to your letter requesting exemption from attending practicals in respect of the course BOU...../BOE..... / BTU.....BTE.....

We are satisfied / not satisfied with your attendance and Practical Records. You can be exempted / cannot be exempted from attending the practicals this year.

Your Practical Assessment mark will be carried forward for three subsequent years including the year you obtained the practical mark .

Please fill up the form attached below and return to the respective Senior Coordinator on or before the respective practicals are held for that academic year.

Yours sincerely,

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Head / Botany

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Senior Coordinator of the Course

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Name: \_\_\_\_\_

Registration No. \_\_\_\_\_

I have noted and understood the contents in your letter dated.. .....  
indicating that I am exempted / not exempted from attending practicals for the  
course..... in ..... academic year.

Date.....

.....  
Signature