

2025 July 21

The Permanent Secretary
Ministry of Education & Youth
Region IV- Montego Bay Regional Office
Alice Eldemire Drive
Montego Bay P.O. # 2
St. James

Dear Sir/Madam

Re Transfer – Trevonie Flowers - Grade 8

The parent of the above-named student is requesting a transfer from
Charlemont High School to Knockalva Technical High School.

The reason (s) given for this request is/are listed below:

1. Proximity to home/school
2. Financial constraints
3. Relatives attending this school
4. Change of Environment
5. Relative(s) previously attended this school
6. A change is in the student's best interest
7. Other

I am willing to **accept him/her** based on the reason(s) given and on your willingness to release **him/her** subject to the approval of the Ministry of Education.

Yours truly


Gregory Brown (Mr.)
Principal



cc: The Principal – Charlemont High School