



TITCHFIELD HIGH SCHOOL

Fort George Street
Port Antonio,
P.O. Box 49,
Portland, Jamaica, West Indies
Phone: 1(876)993-2618(Flow)/1(876)878-4181(Digital WhatsApp & Text)
Email: titchfieldhigh@yahoo.com

15th July 2024

The Permanent Secretary
Ministry of Education
Region II
Passley Gardens
Port Antonio P.O.
Portland

Dear Sir/Madam

Re: Transfer Request for Bill Deenah- Grade 10

The parent of the above named student is requesting a transfer from **Fair Prospect High School to Titchfield High School.**

I am willing to **accept** this student subject pending the Ministry's approval.

Reason for Transfer

- ❖ Parent is a member of staff
- ❖ Financial difficulty
- ❖ Change of Residence
- ❖ Proximity to School
- ❖ **In best interest of the child**
- ❖ Transportation Difficulty

Yours sincerely

Principal
TITCHFIELD HIGH SCHOOL
- Port Antonio, Portland

Richard A. Thompson (Mr.)
Principal

Chairman: Fay Neufville
Principal: Richard Thompson J.P.
Vice Principal - Administration: Sheryl Horne Mair • Vice Principal - Programme: Marlon Huggan-Ivey