



*Ferencourt High School
Claremont P.O.
St. Ann, Jamaica
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November 14 2023

The Permanent Secretary
Ministry of Education and Youth
Thru' The Regional Director
Region III
Brown's Town P.O.
St. Ann

Dear Madam

Re: Release of Shadae Allen – Grade 8

The parent/guardian of Shadae Allen has requested a transfer for her from **Ferencourt High School** to attend **Holmwood Technical High School** as of November 2023.

The transfer is being sought for the following reason (s):

- **Proximity to home**

I am willing to release this student into their Grade 8 Programme. However, this is subject to the approval of the Ministry of Education and Youth.

Yours truly

Sheldon Thomas (Mr.)
Principal

FERN COURT HIGH SCHOOL
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C. The Principal – Holmwood Technical High School
File