



**ROBERT
LIGHTBOURNE
HIGH SCHOOL**

**"COMMITTED TO
SUCCESS THROUGH
HARD WORK"**

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July 3, 2025

The Permanent Secretary
C/o Regional Director
Ministry of Education
Region 2
Passley Gardens
Portland

Dear Madam:

Re: Transfer for – Marvin Betty – Grade 9

The parent of the above named student is requesting a transfer from **Seaforth High School** to **Robert Lightbourne High School**.

The reason/s for the request is stated below:

- ☐ Proximity to school
- ☐ Financial Constraints
- ☐ Change of Residence
- ☒ A change is in the student's best interest
- ☐ Relative attending
- ☐ Other reasons

I am willing to **accept** this student, subject to the agreement of the Principal of the releasing school and the approval of the Ministry of Education.

Yours sincerely,



Ricardo Morgan (Mr.)
Principal

Robert Lightbourne High School
Trinityville P.O.
St. Thomas

Cc: The Principal
Seaforth High School