



Greater Portmore High School

2 West, Lower West Henderson Boulevard, Greater Portmore P.O. Box 669, St. Catherine.

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Motto: "AL ALCANCE DE HONOR Y EXCELENCIA"

October 5, 2023

The Principal
Excelsior High School
137 Mountain View Ave
Kingston 3

Dear Sir/ Madam:

RE: RELEASE OF JAHEIM JONES (GRADE 10)

The parent/ guardian of the above-named student is requesting a transfer from **GREATER PORTMORE HIGH SCHOOL to EXCELSIOR HIGH SCHOOL**

Reason (s):

- ☐ Proximity to home
- ☐ Financial Constraint
- ☐ Change of Residence
- ☒ Other

We are willing to release this student subject to the approval of the Ministry of Education.

Yours truly,

Delroy Bucknor
Vice Principal- Student Affairs and Administration

cc: – The Permanent Secretary

