



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(Digicel WhatsApp &Text)

Email: titchfieldhigh@yahoo.com

17th July 2023

The Permanent Secretary
Ministry of Education,
Region II
Passley Gardens2
Port Antonio P.O.
Portland

Dear Sir/Madam

Re: Transfer Request for Noel Plummer– Grade 9

The parent of the above named student is requesting a transfer from **Port Antonio 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

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Richard A. Thompson (Mr.)
Principal.

Chairman: Fay Neufville

Principal: Richard Thompson J.P.

Vice Principal - Administration: Sheryl Horne Mair • Vice Principal - Programme: Marion Huggan -Ivey