

# ROMAN CATHOLIC ARCHDIOCESE

## ST. CATHERINE HIGH SCHOOL



35 ST. JOHN'S ROAD, SPANISH TOWN, JAMAICA W.I.  
Telephone: (876) 981-8004, Email: stcatherinehigh1@cwjamaica.com

22 August 2023

The Permanent Secretary  
Ministry of Education and Youth  
2 National Heroes Circle  
P.O. Box 498  
Kingston 4

Dear Sir/Madam,

**RE: TRANSFER ADRIAN SMART (grade 10-11)**

The parent of the above-named student is requesting a transfer from **ST. CATHERINE HIGH SCHOOL** to **PORUS HIGH SCHOOL**

The reason(s) for the request is **Number (s) 2**

1. Proximity to home/school
2. **Change of residence**
3. Financial constraint
4. Relative(s) attending this school
5. Convenience of travel
6. A change is in the best interest of the child
7. Affiliation to the school
8. Parent is employed to the school
9. Other

Please note that we are willing to effect the transfer with the approval of the Ministry of Education.

Yours truly,

*Marlon A. Campbell (Mr.)*

Marlon A. Campbell (Mr.)  
Principal

Cc: The Principal  
PORUS HIGH SCHOOL  
MOE

