

Reply or subsequent reference to this communication should be made to the Permanent Secretary and the following reference quoted:



**Ministry of
Education, Skills,
Youth & Information**

2-4 National Heroes Circle
Kingston 4, Jamaica
Tel: 876-612-5700-2
Fax: 876-948-7755
www.moey.gov.jm

September 3, 2025

The Principal
Excelsior High School
137 Mountain View Avenue
Kingston 3

Dear Sir/ Madam:

RE: APPROVAL OF TRANSFER

Approval has been granted for the student named below to be transferred as indicated:

Name of Student:	Kellisa Cole
Releasing School:	Clan Carthy High School
Accepting School:	Excelsior High School
Recommended Grade:	8

Yours sincerely,

Otis O. Brown (Mr.)
Director of Regional Educational Services
Region One
For the Permanent Secretary

