



CHARLIE SMITH HIGH SCHOOL

Mrs. Tracy Sinclair
Vice-Chairman
Christopher Wright
Principal (Provisional)

NINTH STREET
KINGSTON 12
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Date August 10 2023

The Permanent Secretary
Ministry of Education
2 National Heroes Circle
Kingston 4

Dear Sir/ Madam

RE: Transfer of Kevin Howell (Grade 9)

The request for transfer of the above named student

From: Holy Trinity High
TO: Charlie Smith High

Is being sought for the following reason (s):

- a. A change of address ☐
- b. Proximity to the school ☒
- c. change is in the student's best interest ☐
- d. Religious affiliation ☐
- e. Other relatives at the school ☐
- f. Affiliation to the school ☐
- g. Other _____

I am willing to accept/ ~~release~~ this student subject to the approval of the Ministry of Education.

Yours faithfully

C. Wright
Principal/Vice Principal

