



ELTHAM HIGH SCHOOL

Achieving Excellence Through Perseverance

Eltham Boulevard, Spanish Town P.O.
St. Catherine, Jamaica W.I.

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August 21, 2025

The Permanent Secretary
Ministry of Education, Youth & Information
Region 6 – Old Harbour
6 Poinciana Close
Old Harbour P.O.
St. Catherine

Dear Sirs:

Re: Transfer for De'Jan Lewis – Grade 10

The parent of the above-mentioned student is requesting that he be transferred from **Eltham High School** to **St. Catherine High School**.

The reason(s) given for the request is stated below:

- ☐ Proximity to home
- ☐ Financial constraint
- ☐ Relative previously attended this school
- ☐ Change of residence
- ☐ Relative attending this school
- ☐ In the child's best interest
- ☐ **Other(s):** _____

Please note that I am willing to **release** him, providing the Ministry of Education, Youth & Information approves.

Yours faithfully,

Odette Richards, Mrs.
Provisional Principal

