



Penwood High School

Address

8 RhodenCrescent,
Kingston20

Phone

876-649-8406
876-672-6054
876-648-1465

Email

penwood.high.saw@moe.gov.jm

The Principal

Gaystead High School
1 Central Avenue
Kingston 5

September 12 / 2025

Sir/Madam

RE: TRANSFER OF:

Rebecca Phillips

GRADE: 10

The parent/guardian of the above mentioned student has requested a transfer from

Gaystead High School

to

PENWOOD HIGH SCHOOL

The transfer is being sought for the following reason (s)

- A change of address
- Proximity to school
- A change in parent/student interest
- Religious affiliation
- Other relatives at the school
- Affiliation to the school
- ✓ Other

I am willing to accept/release him/her subjected to the approval of the Ministry of Education and agreement of the principal of the school.

Signed:

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Omar Largie (Mr)
Principal

Chairman
Gregory Pullen JP

Principal
Omar A. Largie JP

Vice Principal(Actg.)
Richard Atkins