



York Castle High School

METHODIST CHURCH JA. DIST.

P.O. BOX 77, BROWN'S TOWN, ST. ANN JAMAICA, W.I.

Tel: (876) 975-2217 Fax: (876) 917-6387

August 1, 2025

The Permanent Secretary
c/o The Regional Director Ministry of Education & Youth Region III
Brown's Town P.O.
St. Ann

Dear Sir /Madam:
Acceptance of – Jordan Williams

The Parent /Guardian of the above-named student have requested a transfer for him from Ferncourt High to attend York Castle High School.

Reason(s) for this request:

1. Proximity to home
2. Financial Constraints
3. Change of Residence
4. Distance from school
5. Parent/Guardian a member of staff
6. Other

Please note that we are willing to accept him to this school in grade 10 for the academic year 2025-2026, pending the approval of Ministry of Education.
Yours sincerely,

Raymon Treasure (Mr.)
Principal

cc. The Principal, Ferncourt High School