*Kingsway High and Preparatory School*

*10-12 Osbourne Road, Kingston 10*

*Telephone: (876) 968-9179, (876) 926-2379 Fax: (876) 908-2050*

*Email:* *kingswayhighandprep@gmail.com*

***Request for Documentation/Records***

***Please allow five (5) working days for documents to be processed***

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| --- |
| *Name while in attendance: Date of Birth:*  |
| *Address (While attending):* |
| *Attendance Period - From: To: Current student:* |
| *Parent’s/Guardian’s Name(s):*  |

|  |  |
| --- | --- |
| ***Document(s) required (Please check the appropriate box)****Last/Current Report Card* *Embassy Letter* *Letter of Recommendation* *Official Transcript of Grades \_\_**Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | ***Document(s) to be addressed to:*** |
| Document(s) to be: mailed \_\_\_\_ will be collected: \_\_\_\_\_\_\_Name and number of available contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***Office Use Only:****Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date to be collected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |