*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*](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |