



# HAMPTON SCHOOL

MALVERN P.O.,  
ST. ELIZABETH  
Telephone: (876) 966-5161/5163  
hamptonschool.high.seh@moey.gov.jm

**Chairman: Mr. Wesley Barrett**, O.D., Educational Consultant, B.A., M.A. (Ed.), Chairman, Board of Governors

**Principal: Mrs. Mahvell Charlton-Brown**, Dip. Ed. (Hons.), B.A. (Hons.), M. Ed., M.A., P. Grad. Cert., Ph. D., Headmistress

## DOCUMENTS FOR TRANSFER-IN PROCESS

### Part One - (Deadline will be announced)

In order to consider any student for transfer to Hampton School the following must be submitted to the school as soon as possible:

1. Last two (2) school reports (copy)
2. Character Reference (Letter of Recommendation) from last Principal, Vice Principal or Grade Supervisor (with Principal's endorsement)
3. Signed **letter of release** from PEP assigned school (\*\*copy sent/taken to Hampton School)
4. Birth Certificate (copy)
5. Completed Transfer Application Form
6. Completed Student Conduct Assessment Form
7. Completed Parent Character Reference Form
8. GSAT/PEP Scores; Certified by last School

### Part Two (After Acceptance from Hampton School)

The following three letters must be taken to the Ministry of Education (Region 5), in order to gain consent for the pending transfer:

1. Signed **letter of acceptance** from Hampton School
2. Signed **letter of release** from PEP assigned school (\*\*original sent/taken to MOEY)
3. Signed **letter of request** for transfer from parent addressed to:  
The Permanent Secretary  
c/o Regional Director  
Ministry of Education  
Region 5  
South Race Course Road,  
Mandeville, Manchester

(Parents/Guardians may make PEP queries to the Ministry of Education via the email [pepaction@moey.gov.jm](mailto:pepaction@moey.gov.jm), or using any other means as instructed.)

### Foreign Nationals

If the child to be enrolled in any institution of learning in Jamaica, is a foreign national, she should attend the Passport, Immigration and Citizenship Agency (PICA) office within two weeks of entering Jamaica and have her **extension** placed in her passport. In order for the child to be registered, a letter of registration from Hampton School will be sent to the Chief Executive Officer of PICA. In addition, PICA requires that the student must have a valid passport for at least six (6) months, a return ticket valid for one (1) year and an entry visa (where applicable).

Please note that registration cannot be completed until the **unconditional stamp** (of extension of stay) is placed in the passport and a copy duly placed on the student's file.

### PICA'S Head Office

**Address:** 25C Constant Spring Road, Kingston 10. **Telephone:** 754 PICA or 754 7422 **Fax:** 906-4372  
**Email:** [info@pica.gov.jm](mailto:info@pica.gov.jm) **Source:** <http://www.pica.gov.jm/immigration/general-immigrationinformationtemporary-residence/>