



COUVA WEST SECONDARY SCHOOL

BALISIER STREET, COUVA, TRINIDAD, W.I

Telephone: 636-2552 Fax: 679-5865 Email: CouvaWest.sec@fac.edu.tt

24th May, 2022

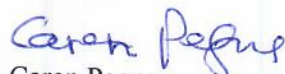
Dear Parent/Guardian,

Couva West Secondary School, in collaboration with the Ministry of Education, is currently collecting data to update the School Management System (SMS). This exercise has been ongoing throughout the month of May and we are now requiring students to complete the form during rostered school hours. As such, we are requesting that you provide all necessary information required for your child/ward to complete the form (Images of the required information will be accepted).

Please ensure the student has copies/images of the necessary information below:

- Student birth certificate pin number
- Passport number (if applicable)
- Non-national student immigration permit information (permit number, issue date, expiry date; if applicable)
- Student current address(number, street, town/city)
- Student ECCE school and date of entry into the school
- Transfer information (purpose of transfer, name of school transferred from, if applicable)
- Vaccination Information (vaccine cards, covid-19 vaccination card)
- Student medical information (medical condition, medicine prescribed)
- Parents/ Guardian information (full name, address, phone number, nationality, ID card number, profession, education, email address)
- Emergency Contact (full name, address, contact number, relation to student, I.D. card number)

Regards,


Caren Pegasus

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Principal Secondary (Acting)

COUVA WEST SECONDARY SCHOOL
BALISIER STREET, COUVA

Ms. Wendy A. Jugmohansingh
Principal Secondary (Acting)

Mr. Rajesh Maraj
Vice Principal (Acting)