

MAKINII SECONDARY SCHOOL *Striving for Excellence, Empowering the Future* P.O. Box 1234,
Kiambu Town

Email: info@makinisecondary.ac.ke | Tel: +254 700 000 000

DATE: January 15, 2026

REF: ADMISSION INQUIRY / 2026 ACADEMIC YEAR

TO THE ADMISSIONS OFFICE,

RE: APPLICATION FOR STUDENT ENROLLMENT

This letter serves as a formal application for enrollment at Makini Secondary School. Following the digital submission through our portal, please find the manual registration requirements below:

1. **Student Details:** Please ensure the name and Admission Number matches your digital application.
2. **Required Documents:** * A printed copy of this letter.
 - A copy of the student's Birth Certificate.
 - The latest Academic Progress Report from the previous school.
 - Two (2) passport-sized photographs.
3. **Physical Verification:** Visit the administration block in Kiambu Town for a brief interview and document verification.

FOR OFFICIAL USE ONLY:

- **Verification Status:** _____
 - **Approving Officer:** _____
 - **Date of Admission:** _____
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