



TO THE STUDENT: Please submit the items if the school you are applying to requires them. Go to www.gatewaytoprepschools.com/member-schools for information on which forms are required by the school. Submitting these forms through the online Gateway system (www.gatewaytoprepschools.com) is preferred by receiving schools.

You should request each item from the official or officials at your school who handle such requests. In some cases, one school official may submit

all of the items; in other cases, different school officials may submit each item.

Only share additional required grade reports here, if applicable. Send this request for additional grades to a school official only if:

- You have attended more than two schools in the past three years and need additional space to share required grade reports.
- A member school has reached out requesting a missing required grade report.

Student's Name _____
Last First Middle Current Grade

Student's Address _____
City/Town State/Province Country Zip/Postal Code

Current School _____ Previous School Attended _____

TO THE SCHOOL OFFICIAL: Please submit the specified grade report(s) noted in the email request from gatewaytoprepschools.com.

Having trouble? Visit the Member Schools page at www.gatewaytoprepschools.com/member-schools for contact information.

School serves grades: _____ to _____ Number of students in entire school: _____

In what month does your school year begin? _____ end? _____

Please explain your grading scale _____

Please describe your academic grade distribution (e.g. what percentage of your students receive A, B or C grade) _____

Does your school rank? Yes No Is your rank: Approximate Exact How many students are in the entire grade? _____

Does your school use a block scheduling system? Yes No

This candidate ranks _____ out of _____ . _____ other students share this rank.

Are students placed in sections according to ability? Yes No If yes, please tell us in which level the applicant is placed for each subject.

Last Name, First Name, Middle Name
Applying for

Date of Birth
Gender

Name of Student _____

If the student's attendance record is not listed on the transcript, please indicate the number of days they have been absent or tardy each year while at your school.

If the student is not, or has not been, in good academic standing, please explain.

May we contact you for further information about this candidate? Yes No

Signature

Date

School Address

Printed Name

Title

School Email Address

Telephone

Last Name, First Name, Middle Name

Applying for

Date of Birth

Gender