



TO THE STUDENT: Please submit the items if the school you are applying to requires them. Go to [www.gatewaytoprepschools.com/member-schools](http://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](http://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](http://gatewaytoprepschools.com).

Having trouble? Visit the Member Schools page at [www.gatewaytoprepschools.com/member-schools](http://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., the percentage of students in the applicant's grade/year who earn A's, the percentage who earn B's, and the percentage who earn C's, etc.)

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

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Applying for

\_\_\_\_\_  
Gender