



TO THE FAMILY: 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.

Send this request to the school official responsible for grade reports at your current school. The school will be responsible for sending your grades from the past two years:

- If you are new to your school this year, send this request to the school official responsible for grade reports at your previous school.

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 Previous Grades or progress reports for the past two years. It is our preference that Previous Grades be submitted separately from Current Academic Year Grades. However, if your school grade report includes current grades and previous grades, please also submit a copy to the Current Academic Year Grades to complete both requirements on the student's application requirement checklist.

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 \_\_\_\_\_

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 | Date of Birth |
| Applying for                       | 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 or behavioral 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