



TO THE STUDENT: Please submit the following 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 following items; in other cases, different school officials may submit each item.

1. This Transcript Report (submit at conclusion of school's first grading period): The school official submitting the Transcript Report should also submit the transcript with first marking period grades.
2. Official Transcript (submit at conclusion of school's first grading period)
3. Principal/Counselor Recommendation

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 following items if the school your student is 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.

1. This Transcript Report (submit at conclusion of school's first grading period): The school official submitting the Transcript Report should also submit the transcript with first marking period grades.
2. Official Transcript (submit at conclusion of school's first grading period):
  - a. Grades from current year's first grading period,

- b. The past two years' grades
- c. For 11th and 12th grade students only — a complete high school transcript.
3. Principal/Counselor Recommendation: If you are the person who also manages Principal/Counselor Recommendations, you should also have received a request to complete the Principal/Counselor Recommendation form. If you haven't yet received this request, please follow up with the student.

Having trouble? Visit the Member Schools page at [www.gatewaytoprepschools.com/member-schools](http://www.gatewaytoprepschools.com/member-schools) for contact information.

Please attach:

- Final or mid-semester grades for fall term (must be included)       Standardized test scores       Grades since 6th grade, if available
- Recent teacher reports, if any       A complete high school transcript       A school profile, if available

School serves grades: \_\_\_\_\_ to \_\_\_\_\_      Number of students in entire school: \_\_\_\_\_

In what month does your school year begin? \_\_\_\_\_ end? \_\_\_\_\_

Please explain your school's grading system. What is the passing mark? \_\_\_\_\_ Honors mark? \_\_\_\_\_

What percent of your students receive which grades? \_\_\_\_\_

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	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 he or she has 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.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanctions?  Yes  No

Has he or she withdrawn from school voluntarily for an extended period of time for other than reasons of health?  Yes  No

If the answer to either of these questions is yes, please provide an explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

Last Name, First Name, Middle Name  
Applying for

Date of Birth  
Gender