TO THE STUDENT: Both the Transcript Form and the Principal/Counselor Recommendation must be submitted by representatives from your school. At some schools one person handles both forms, and at other schools the forms are handled by different people. Please give the transcript form to the school representative who is responsible for submitting transcripts.

TO THE SCHOOL OFFICIAL: The student named above is a candidate for admission. This is the form used to submit transcripts for students who are applying to schools through the Gateway application system. Submitting this form through the online Gateway system is much preferred by receiving schools. The deadline for application to many schools is January 15th.

Please attach:

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

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

Number of students in entire school: ____________

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 ☐

Does your school rank? Yes ☐ No ☐

WHAT PERCENT OF YOUR STUDENTS RECEIVE WHICH GRADES?

Does your school rank? Yes ☐ No ☐

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 ☐

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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  Date of Birth  Gender
Applying for

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