

Teacher Instructions

- The Summer Term Grade/Attendance Report is for high-school coursework taken during an optional summer session.
- Report should be completed in ink and must be signed and show the date the summer session ended.
- Always keep the original for your files. Please send Gateway a copy of the form. The family should be the chief custodian of student records. In this way, the primary records are always kept safely in each individual family's files.
- The **deadline** for summer-term grades is August 31st.
- Send Gateway a copy of the form by one of the following methods:
 - Scan and email as pdf attachment to info@gatewaychristianschools.com,
 - mail copy to Gateway Christian Schools / P.O. Box 280117 / Memphis, TN 38168-0117,
 - or fax to our office (901) 454-9814 [24 hrs.].
- Please use letter grades. If your curriculum lends itself to numerical scores, please convert to letter grades. Gateway's scale is 100-93 A; 92-85 B; 84-76 C; 75-70 D; below 70 F. Please do not give pass/fail or satisfactory/unsatisfactory grades.
- High-school subjects should be given specific course names (for example, "Geometry" and "World History" rather than "Math" and "Social Studies").
- Upon completion of high-school courses, please specify credit for each (for example, 1 credit for English and 0.5 credit for Economics).