

# Gateway Christian Schools

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Founder

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## GRADE/ATTENDANCE REPORT

See reverse side for teacher instructions.

Student's Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Parent's Email \_\_\_\_\_

Check here if new address/ phone

Parent/Guardian's Last Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Semester 1 Signature of Parent

\_\_\_\_\_  
Date semester ended

\_\_\_\_\_  
Semester 2 Signature of Parent

\_\_\_\_\_  
Date semester ended

Grade Level \_\_\_\_\_  
Special Ed  \_\_\_\_\_ (school year)

SUBJECTS*	Sem. 1	Sem. 2	Final	(High-School)
	Grade	Grade	Grade	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*Specific Course Titles Required for High School. Days Completed \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

(100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F)

Total Credits

## Teacher Instructions

- Save time and effort by reporting grades online. For this option, visit our website <https://www.gatewaychristianschools.com/totalhome> and choose the grade reporting option. If you prefer paper forms, continue reading below.
- Grade/Attendance Reports should be submitted twice each school year, completed in ink, and signed. Include the date semester ended.
- Please use the same original for both first and second semester grades. At the end of the first semester, enter grades in the Sem. 1 column, and send us a copy. Keep the original because you will need to add Sem. 2 and final grades to it at the end of the school year. At that point, you should again send us a copy and keep the original. 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.
- Send Gateway a copy of the form by one of the following methods:
  - Scan and email as pdf attachment to [info@gatewaychristianschools.com](mailto:info@gatewaychristianschools.com),
  - mail a 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.
- Number of days completed: for those who transferred into home education from another school, enter the total number of days completed and indicate by note the number of days from previous school.
- A school year consists of 180 days of study. A semester divides the school year in half and therefore typically consists of 90 days.
- Grades for high-school coursework done in the summer should be reported on a separate Summer Term Grade/Attendance Report. (Request this from Gateway office.)
- 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 Algebra I and 0.5 credit for Economics). Eight credits is the maximum for a regular school year (four credits minimum).