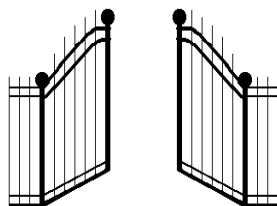


Gateway Christian Schools

Dr. Leo Crofford
Founder

Mr. Greg Stablein
Coordinator



P.O. Box 280117
Memphis, TN 38168-0117
(901) 454-1606
FAX (901) 454-9814
Gateway_@bellsouth.net

Dear Parent/Guardian,

This letter is being sent as a reminder to you about dual/joint enrollment for Fall 2011. You will find the necessary forms attached to this email. Please be sure to read the High-School Guidelines and the Dual-Enrollment Guidelines (attached) for essential information about dual/joint enrollment.

The following are required for dual-enrollment approval:

- 1) **Gateway's Dual/Joint Enrollment Form** (blank attached & also available on our website)
- 2) **Copies of the Course Descriptions** from the college catalog:
Included with the needed Course Descriptions will be the complete Course Title, Course Description, Course Number, College Credit-Hours to be earned, and pre/co-requisite(s)
- 3) **ACT/SAT scores** (Official Report needed)
- 4) **Gateway suggested offering** (\$10 per college course)
Due to the great increase in the number of students participating in Dual Enrollment, it has become necessary for Gateway to employ one full-time Counselor dedicated to Dual-Enrollment processing. We appreciate your offerings & gifts to cover this cost.
- 5) **Any dual-enrollment forms required by the college**
Some colleges require nothing further from the High-School if the student was dual enrolled for the previous semester. Check with your chosen college.

In order to hold down our costs, we have begun using email or fax whenever possible, in lieu of postal mail. Therefore, when your dual-enrollment course(s) have been approved and processed, we will be sending electronic notification via email.

If you have questions, please feel free to reply to this email or to call us at (901) 454-1606. Nothing is needed from you at this time if you are not planning Fall 2011 dual enrollment. We would like to take this opportunity to express what a joy it is to serve our Gateway families.

May You Have a Blessed School Year,
Sherry Sord and Annette Hull,
Dual-Enrollment Counselors