

Grade Submission, High School



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1 Click hamburger menu button.



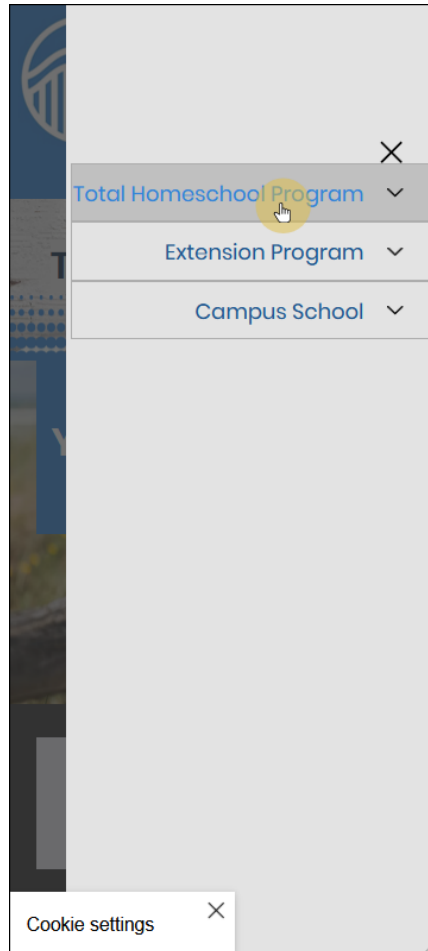
Yes, that's actually the name for these three-line menu buttons!

[Go to Index](#)



2 Click "Total Homeschool Program" to go to our homepage (pictured below).

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GATEWAY
CHRISTIAN SCHOOLS

Search...





Total Homeschool

Start Teaching
Your Child Today!

Register Now →



Parent Portal

Log In →

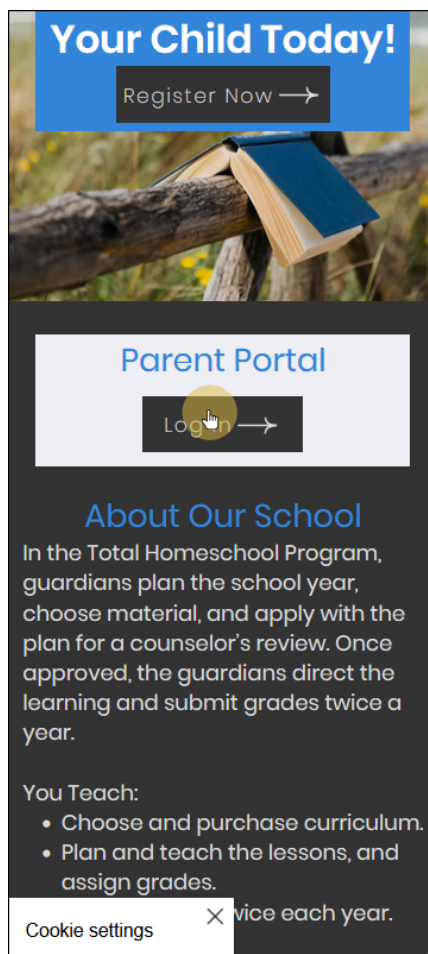
Cookie settings 

for School



3 Scroll down if necessary and click "Log In" button.

[Go to Index](#)



4 Click to enter email and password.

[Go to Index](#)

GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

1 Email

2 Password

[Show Password](#)

[Login](#)

[Forgot Password?](#)

Create Account - New Family

Email

Password

Re-Enter Password

[Create new account](#)

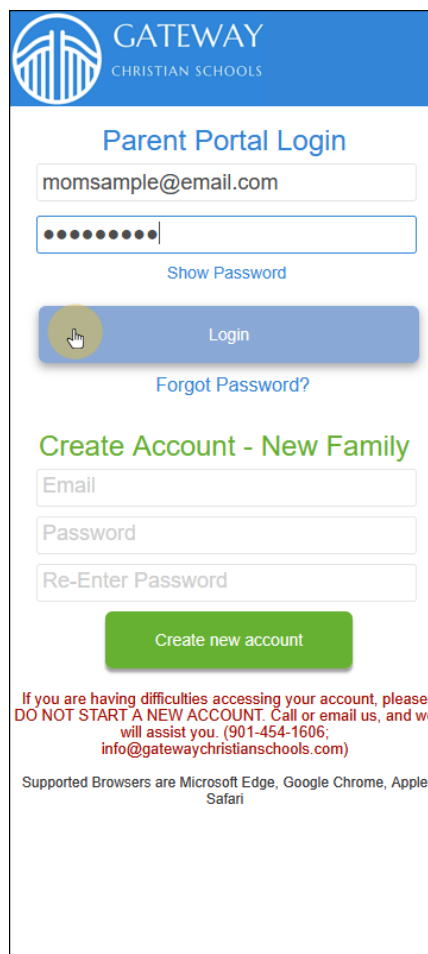
If you are having difficulties accessing your account, please DO NOT START A NEW ACCOUNT. Call or email us, and we will assist you. (901-454-1606; info@gatewaychristianschools.com)

Supported Browsers are Microsoft Edge, Google Chrome, Apple Safari



5 Click "Login" button.

[Go to Index](#)



The screenshot shows the Gateway Christian Schools Parent Portal Login page. At the top is the Gateway Christian Schools logo and name. Below this is the "Parent Portal Login" heading. There are two input fields: one for the email address (containing "momsample@email.com") and one for the password (displayed as dots). A "Show Password" link is located below the password field. A blue "Login" button with a cursor icon is positioned below the password field. A "Forgot Password?" link is located below the "Login" button. Below the login section is the "Create Account - New Family" section, which includes three input fields for "Email", "Password", and "Re-Enter Password". A green "Create new account" button is located below these fields. At the bottom, there is a red text block providing contact information for account access issues, followed by a line of text stating the supported browsers: Microsoft Edge, Google Chrome, Apple Safari.

GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

momsample@email.com

••••••••

[Show Password](#)

 Login

[Forgot Password?](#)

Create Account - New Family

Email

Password

Re-Enter Password

Create new account

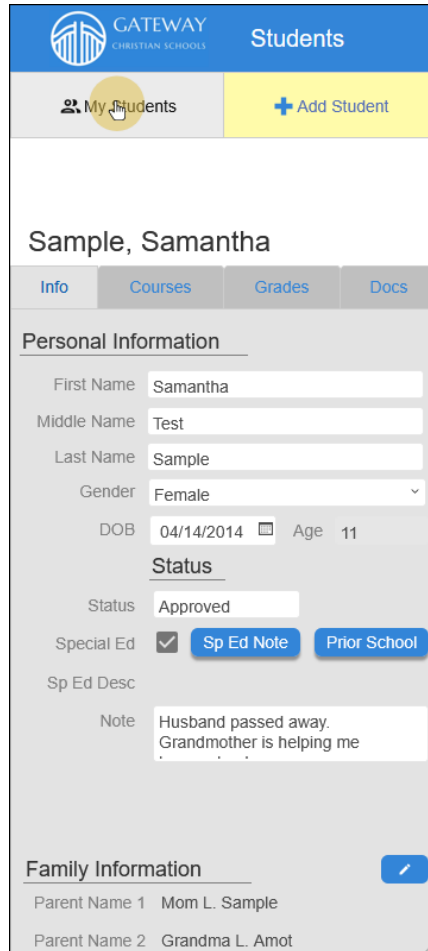
If you are having difficulties accessing your account, please
DO NOT START A NEW ACCOUNT. Call or email us, and we
will assist you. (901-454-1606;
info@gatewaychristianschools.com)

Supported Browsers are Microsoft Edge, Google Chrome, Apple
Safari

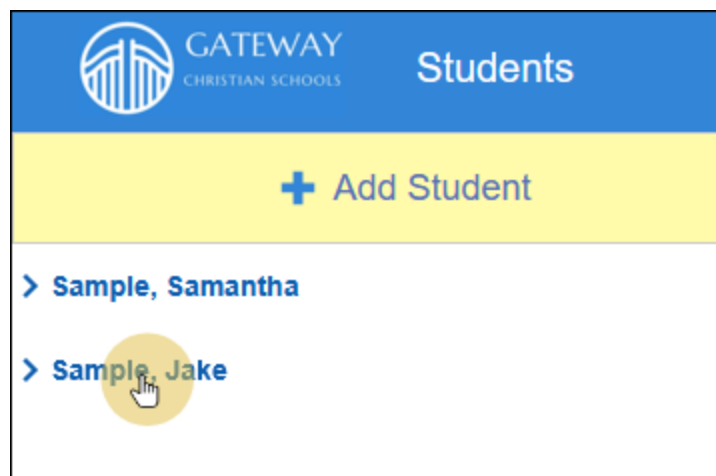


- 6 View any of your students by clicking the "My Students" button, and then clicking the student's name.

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The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this is a navigation bar with 'My Students' (highlighted with a yellow circle and a hand cursor) and '+ Add Student'. The main content area displays the name 'Sample, Samantha'. Below the name are tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is active, showing 'Personal Information' fields: First Name (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), DOB (04/14/2014), and Age (11). There's a 'Status' section with 'Approved' and buttons for 'Sp Ed Note' and 'Prior School'. A 'Note' field contains the text 'Husband passed away. Grandmother is helping me'. At the bottom, there's a 'Family Information' section with fields for 'Parent Name 1' (Mom L. Sample) and 'Parent Name 2' (Grandma L. Amot), and a blue edit button.

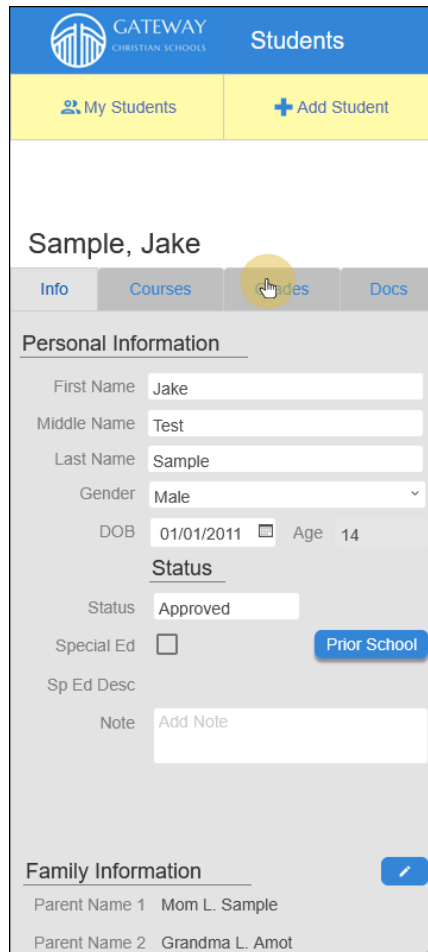


The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this is a yellow bar with '+ Add Student'. The main content area shows a list of students with blue chevron arrows and names: 'Sample, Samantha' and 'Sample, Jake'. A yellow circle with a hand cursor is positioned over the 'Sample, Jake' entry.



7 Click "Grades" to open the grades tab.

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. At the top, there's a blue header with the school logo and the word 'Students'. Below this is a yellow bar with 'My Students' and '+ Add Student' buttons. The main content area is for a student named 'Sample, Jake'. It features a tabbed interface with 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is highlighted with a yellow circle and a hand cursor. Below the tabs, the 'Personal Information' section includes fields for First Name (Jake), Middle Name (Test), Last Name (Sample), Gender (Male), and DOB (01/01/2011). The 'Status' section shows 'Approved' and a 'Prior School' button. The 'Family Information' section lists 'Parent Name 1' as 'Mom L. Sample' and 'Parent Name 2' as 'Grandma L. Amot'.

Students

[My Students](#) [+ Add Student](#)

Sample, Jake

[Info](#) [Courses](#) [Grades](#) [Docs](#)

Personal Information

First Name

Middle Name

Last Name

Gender

DOB Age

Status

Status

Special Ed ☐

Sp Ed Desc

Family Information

Parent Name 1

Parent Name 2



8 Check School Year for which you're submitting grades and select previous year if needed.

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GATEWAY CHRISTIAN SCHOOLS Students

[My Students](#) [Add Student](#)

Sample, Jake

[Info](#) [Courses](#) [Grades](#) [Docs](#)

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
English I	
Algebra I	
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
---------	--------	-------	---------

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
---------	------



9 To submit fall grades, work in the orange "Fall" section.



Fall is the first semester, typically August to December.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

My Students

+ Add Student

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English I	
Algebra I	
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
---------	--------	-------	---------



10 Click dropdown to right of 1st Course (Subject) to open grade menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

 My Students

 Add Student

Sample, Jake

Info

Courses

Grades

Docs

School Year

2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
English I	▼
Algebra I	▼
Biology	▼
Health	▼
P.E.	▼
U.S. History	▼

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
---------	--------	-------	---------



Grade Submission, High School, updated 05-12-2025

Page 13

11 Click to select correct letter grade (or other designation).



Scroll down in the menu if needed to find the correct letter grade (or other designation).



If converting from number grades, see our grade scale just above the "Fall" section.

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To skip instructions for each subject, go to Step [#23](#).

For specific questions, see below.

Scrolling down in letter grade menu: Steps [#20](#)

Scrolling down to see all courses: Step [#17](#)

Using N/A for a spring semester only course: Step [#21](#)

The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The interface includes tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is active, showing a 'School Year' dropdown set to '2025-26'. Below this is a 'Grade scale' section with a list: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The main section is titled 'Fall' and contains a table with columns 'Subject' and 'Fall'. The 'Subject' column lists 'English I', 'Algebra I', 'Biology', 'Health', 'P.E.', and 'U.S. History'. The 'Fall' column has a dropdown menu open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'B' grade is highlighted with a yellow circle. Below the table are sections for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. At the bottom, there is a section for 'Spring and Final' with columns for 'Subject', 'Spring', 'Final', and 'Credits'.



12 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' page for Gateway Christian Schools. It features a header with the school logo and name. Below the header, there are tabs for 'My Students' and '+ Add Student'. The main content area displays the student's name 'Sample, Jake' and tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is selected, showing a 'School Year' dropdown set to '2025-26' and a 'Grade scale' section. Below this, there is a table for the 'Fall' semester with columns for 'Subject' and 'Fall'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. The 'Fall' column contains dropdown menus for each subject, with 'B' selected for English I. A yellow circle highlights the dropdown arrow for Algebra I. Below the table, there are fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. At the bottom, there is a section for 'Spring and Final' with columns for 'Subject', 'Spring', 'Final', and 'Credits'.

This close-up screenshot shows the 'Grades' tab selected. The 'School Year' is set to '2025-26'. The 'Grade scale' section is visible. Below it, the 'Fall' semester table is shown. The 'Subject' column lists 'English I' and 'Algebra I'. The 'Fall' column has dropdown menus. The dropdown menu for 'Algebra I' is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'B' grade, which is being selected by a cursor.



13 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there's a blue header with the school logo and 'Students' text. Below it, a yellow bar contains 'My Students' and 'Add Student' buttons. The main content area is for 'Sample, Jake'. It has tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is active. Under 'School Year', it shows '2025-26'. A 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section is highlighted in orange. It contains a table with columns 'Subject' and 'Fall'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has a dropdown menu to its right. A yellow circle with a hand icon is pointing to the dropdown for Biology, which currently shows 'B'. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a blue 'Submit Fall' button. At the bottom, there's a green section for 'Spring and Final' with columns for 'Subject', 'Spring', 'Final', and 'Credits'.

This is a close-up of the grade dropdown menu for the 'Biology' subject. The 'School Year' is '2025-26'. The 'Grade scale' is visible: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section is highlighted. The 'Subject' column lists 'English I', 'Algebra I', and 'Biology'. The dropdown menu for 'Biology' is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle with a hand icon is pointing to the 'A+' option.



14 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' page for Gateway Christian Schools. It features a navigation bar with 'My Students' and 'Add Student' buttons. Below, the student's name 'Sample, Jake' is displayed. The 'Grades' tab is active, showing a 'School Year' dropdown set to '2025-26'. A 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns 'Subject' and 'Fall'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. The 'Fall' column has dropdown menus for each subject, with 'B' selected for English I, 'B' for Algebra I, and 'A' for Biology. A hand cursor is hovering over the 'Health' dropdown. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. The 'Spring and Final' section is partially visible at the bottom.

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	
P.E.	
U.S. History	

This close-up shows the 'Health' subject row in the 'Fall' section. The 'Fall' dropdown menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'B' grade is highlighted with a hand cursor, indicating it is the selected option.

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B



15 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A grade scale is displayed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester is selected. A table lists subjects with corresponding grade dropdowns: English I (B), Algebra I (B), Biology (A), Health (B), P.E. (B), and U.S. History (). A yellow circle highlights the dropdown for P.E. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. A 'Spring and Final' section is also visible.

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	B
U.S. History	

Attendance (in days):
Semester End Date:
Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the grade dropdown menu for the P.E. subject. The menu is open, displaying a list of grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'A+' option, which is being selected by the user.

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject

English I

Algebra I

Biology

Health

P.E.

A+
A
A-
B+
B
B-
C+
C
C-
D+



16 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A grade scale is provided: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester is selected. A table lists subjects with corresponding grade dropdowns: English I (B), Algebra I (B), Biology (A), Health (B), P.E. (A), and U.S. History (dropdown menu open). Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. A 'Spring and Final' section is also visible with a table for Spring, Final, and Credits.

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	

Attendance (in days):
Semester End Date:

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the dropdown menu for the 'U.S. History' subject in the 'Fall' semester. The menu lists letter grades from A+ to D+. The 'B' grade is highlighted with a yellow circle and a hand cursor, indicating it is the selected option.

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B



17 Scroll down in the lighter orange area if needed to view the rest of the courses.

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GATEWAY
CHRISTIAN SCHOOLS

Students

My Students

Add Student

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B
Music Appreciation	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



18 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

[Go to Index](#)

The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A 'Grade scale' is displayed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester is selected. A table lists subjects with dropdown menus for grade selection. The 'U.S. History' dropdown is open, showing a list of grades. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. A 'Spring and Final' section is also visible.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	
Art Appreciation	
Spanish I	

Attendance (in days):
Semester End Date:

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the 'U.S. History' dropdown menu open, displaying a list of letter grades. The 'A' grade is highlighted with a mouse cursor. The 'Fall' semester is selected.

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject

Health

P.E.

U.S. History

Music Appreciation

A+
A
A-
B+
B
B-
C+
C
C-
D+



19 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[My Students](#)[Add Student](#)

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	
Spanish I	

Attendance (in days)

Semester End Date

Submit Fall

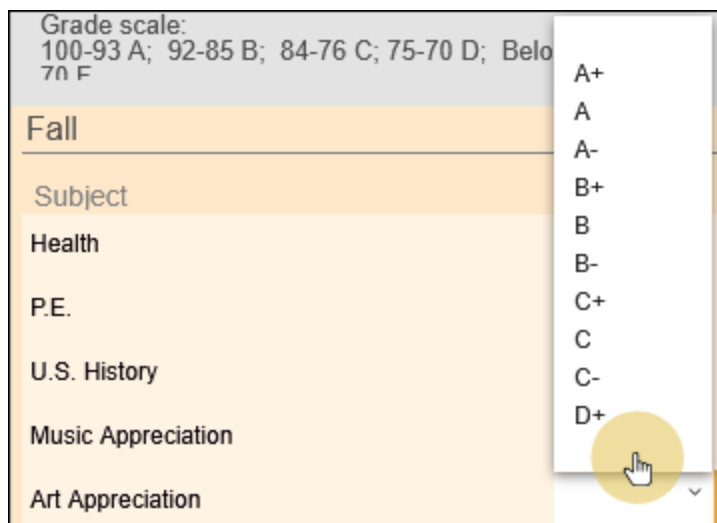
Spring and Final

Subject	Spring	Final	Credits
English I			



20 To scroll down in menu, click in middle of blank area at bottom.

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Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject

Health

P.E.

U.S. History

Music Appreciation

Art Appreciation

A+

A

A-

B+

B

B-

C+

C

C-

D+

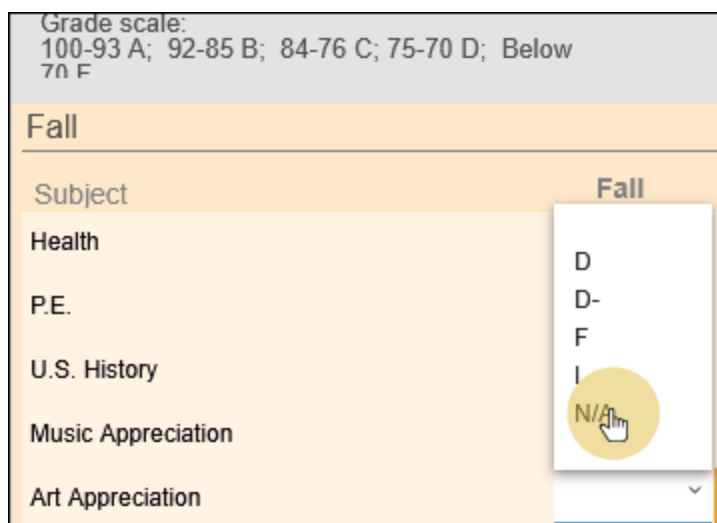
N/A

21 Click to select correct letter grade (or other designation).



If a 0.5 credit course is NOT taken in the current semester, select N/A for the grade.
(All grade spaces must be filled.)

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Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject

Health

P.E.

U.S. History

Music Appreciation

Art Appreciation

Fall

D

D-

F

I

N/A



22 Click dropdown to right of next Course (Subject) to open grade menu, and select correct letter grade.

[Go to Index](#)

The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A grade scale is provided: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester is active. A table lists subjects with corresponding grade dropdowns: Health (B), P.E. (A), U.S. History (B), Music Appreciation (A), Art Appreciation (N/A), and Spanish I (dropdown menu open). Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. A 'Spring and Final' section is also visible with a table for English I.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	

Attendance (in days):
Semester End Date:

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the dropdown menu for the 'Spanish I' subject in the 'Fall' semester. The menu lists letter grades from A+ to D+. The 'B' grade is highlighted with a yellow circle and a hand cursor, indicating it is the selected option.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B



23 Click in the white box to right of "Attendance" to enter attendance.



Enter the number of days your student did school since your school year began.
A typical semester is 90 days.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[Edit Student](#) [Add Student](#)

Sample, Jake

[Info](#) [Courses](#) [Grades](#) [Docs](#)

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



24 Click in the white box to right of "Semester End Date" to open calendar for date, or type date in.



Enter the date your first semester was completed.
Typically this is a date between mid-December and mid-January.

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GATEWAY
CHRISTIAN SCHOOLS

Students

My Students

Add Student

Sample, Jake

Info

Courses

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Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



25 Click the single < or > arrows at top of the calendar to change the displayed month.



Click as many times as needed to get to the correct month.

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GATEWAY CHRISTIAN SCHOOLS Students

My Students Add Student

Sample, Jake

Info Courses Grades Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (1)

Semester End

Spring and First

Subject	Spring and First
English I	

October 2025

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8



26 Click the correct day on the calendar to enter end date.



Be sure to use a weekday.

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GATEWAY CHRISTIAN SCHOOLS Students

My Students Add Student

Sample, Jake

Info Courses Grades Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (1)

Semester End

Spring and First

Subject	Spring and First
English I	

December 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10



27 Click "Submit Fall" to submit fall grades.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[Add Student](#)

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date 12/23/2025

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



28 Click "Submit" button.

[Go to Index](#)

The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a blue header with the Gateway Christian Schools logo and the word "Students". Below the header, there are tabs for "Info", "Courses", "Grades", and "Docs". The "Grades" tab is selected. The main content area shows the student's name "Sample, Jake" and a "School Year" dropdown menu set to "2025-26". Below this, there is a "Grade scale" section with a list of grades and their corresponding percentages: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. A confirmation dialog box is displayed in the center of the screen, asking "You are submitting 2025-26 Fall Grades and Attendance. Would you like to proceed?". The dialog has two buttons: "Cancel" and "Submit". A yellow circle highlights the "Submit" button. Below the dialog, there is a "Submit Fall" button. At the bottom, there is a "Spring and Final" section with a table showing the student's progress in English I.

Subject	Spring	Final	Credits
English I			



29 See that submission was successful, and click "OK" button.

[Go to Index](#)

The screenshot shows the 'Students' section of the Gateway Christian Schools portal. The student's name is 'Sample, Jake'. The 'Courses' tab is selected, and the 'School Year' is set to '2025-26'. A grade scale is displayed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. A modal window titled 'Submit Classes' is open, displaying the message 'Fall Classes were submitted successfully.' and an 'OK' button. A yellow circle highlights the 'OK' button. Below the modal, a table lists subjects and their grades: Music Appreciation (A), Art Appreciation (N/A), and Spanish I (B). There are also fields for 'Attendance (in days)' (90) and 'Semester End Date'. A 'Submit Fall' button is visible. At the bottom, a 'Spring and Final' section shows a table with columns for Subject, Spring, Final, and Credits, with 'English I' listed under the Subject column.

Subject	Spring	Final	Credits
English I			



30 The "Fall" grades section is gray when grades are successfully submitted.



Continue reading for instructions on submitting Spring and Final grades.

[Go to Index](#)

 GATEWAY
CHRISTIAN SCHOOLS

Students

 My Students

 Add Student

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
---------	--------	-------	---------



31 To submit Spring and Final grades, first check School Year and select previous year if needed.



Once registration opens for the next school year, the portal will automatically open to that year.

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GATEWAY CHRISTIAN SCHOOLS Students

[My Students](#) [Add Student](#)

Sample, Jake

[Info](#) [Courses](#) [Grades](#) [Docs](#)

School Year 2025-26

Grade scale: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date 10/20/2025

Submitted 10/20/25

Spring and Final

Subject	Spring	Final	Credits
---------	--------	-------	---------

School Year 2025-26

Grade scale: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F

Fall

Subject	Fall
---------	------



32 Scroll down to the green "Spring and Final" section.



Spring is the 2nd semester, typically January through May.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I			
Algebra I			
Biology			
Health			



33 Click dropdown under "Spring" to right of 1st Course (Subject) to open grade menu.

[Go to Index](#)

The screenshot shows the 'Students' section of the Gateway Christian Schools portal. At the top, there's a blue header with the school logo and name. Below it, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is also visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The 'Spring' column has dropdown menus for each subject: English I, Algebra I, Biology, Health, P.E., and U.S. History. A yellow circle highlights the dropdown arrow for English I. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits'. A blue button labeled 'Submit Spring & Final' is at the bottom of this section. The 'Summer' section is partially visible at the bottom, showing a table with 'Subject' and 'Grade' columns.

Subject	Spring	Final	Credits
English I	▼	▼	▼
Algebra I	▼	▼	▼
Biology	▼	▼	▼
Health	▼	▼	▼
P.E.	▼	▼	▼
U.S. History	▼	▼	▼

Attendance (in days) 90
Semester End Date
Total Credits
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



34 Click to select correct letter grade (or other designation).



Scroll down in the menu if needed to find the correct letter grade (or other designation).



If converting from number grades, see our grade scale just above the "Fall" section (pictured below).

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I			
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F



35 Click dropdown under "Final" to right of 1st Course (Subject) to open grade menu.

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B		
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



36 Click to select correct letter grade (or other designation).



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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If using number grades, add the semester grades together and divide by 2. Then convert to a letter grade before submitting.

If using letter grades and the semesters are different, the final should be the grade in between.

Spring and Final			
Subject	Spring	Final	Credits
English I	B		
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days)

Semester End Date

Submitted

Submit Spring & Final

Summer	
Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



37 Click dropdown under "Credits" to right of 1st course to open credit menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



38 Click to select correct credit amount.

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To skip instructions for each subject, go to Step [#73](#).

For specific questions, see below.

Scrolling down in letter grade menu: Step [#40](#)

Using the + or - in final grades: Step [#43](#)

Planned vs actual credits: Steps [#45](#) and [#55](#)

Scrolling down to see all courses: Step [#56](#)

Final grades for fall semester only courses: Step [#65](#)

The screenshot shows the 'Students' section of the Gateway Christian Schools portal. It includes fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and a 'Submitted' button. Below this is the 'Spring and Final' section, which contains a table for grade submission. A dropdown menu for 'Credits' is open for 'Algebra I', showing options 0.5, 1, and NA. The 'Summer' section is partially visible at the bottom.

Subject	Spring	Final	Credits
English I	B	B	
Algebra I			0.5
Biology			1
Health			NA
P.E.			
U.S. History			

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days) 90
Semester End Date
Total Credits
Submit Spring & Final

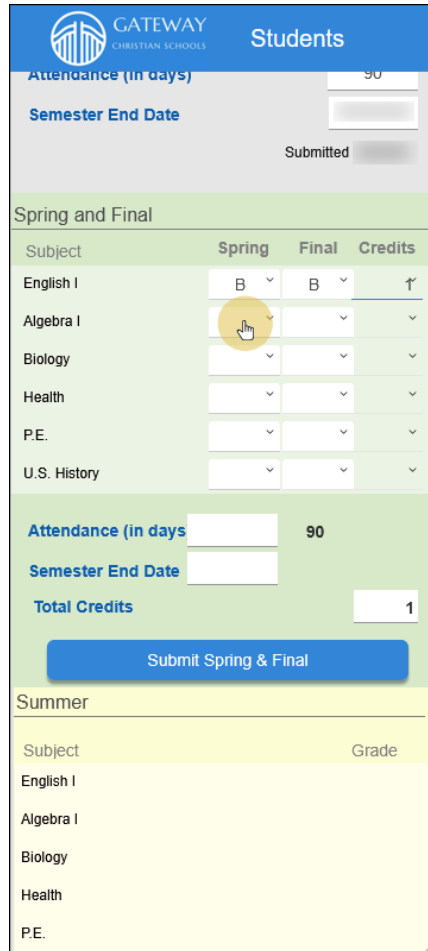
Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



39 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



40 To scroll down in menu, click in middle of area at bottom.

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Algebra I			
Biology			
Health			
P.E.			
U.S. History			
Attendance (in days)		90	
Semester End Date			
Total Credits			1

41 Click to select correct letter grade.

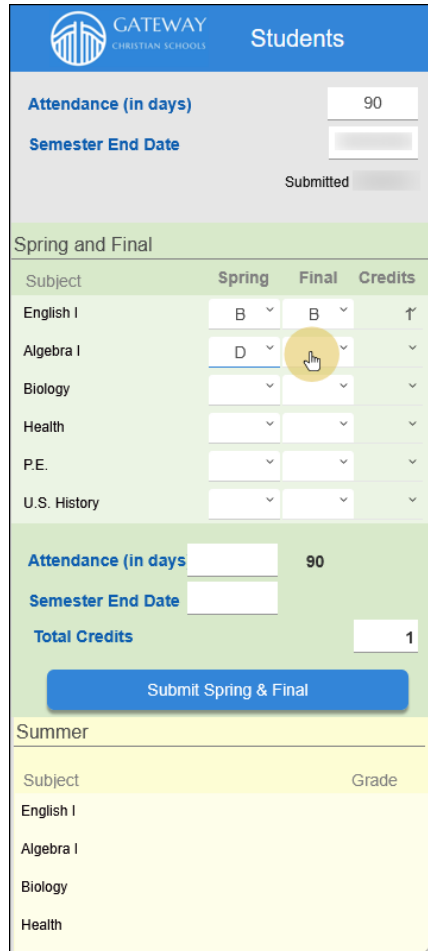
[Go to Index](#)

Algebra I			
Biology			
Health			
P.E.			
U.S. History			
Attendance (in days)		90	
Semester End Date			
Total Credits			1



42 Click dropdown under "Final" to right of next Course (Subject) to open grade menu.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D		
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



43 Click to select correct letter grade.



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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For guidelines on averaging grades, see Step [#36](#).

In this example, the semester grades for Algebra I are: B (fall), D (spring), and C (final). For another example, see Step [#59](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D		
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



44 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	C	↓
Biology			↓
Health			↓
P.E.			↓
U.S. History			↓

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



45 Click to select correct credit amount.



Credits on the grade report are credits earned in the school year. They may be different from the planned credits on the education plan.

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In this example, a whole credit of Algebra I was planned, but the student struggled in the course. Since they only completed half the work, they earned 0.5 credit. Later they will complete the rest to earn the other 0.5 of Algebra I.

For a different example of planned vs. actual credits, see Step [#55](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology			1
Health			NA
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



46 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. At the top, there's a header with the school logo and name. Below it, there are fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. The 'Spring' column has dropdown menus for each subject, with the 'Biology' dropdown highlighted by a yellow circle and a hand cursor. Below the table, there are more fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue 'Submit Spring & Final' button is at the bottom of this section. Below this, there's a 'Summer' section with a table for 'Subject' and 'Grade'.

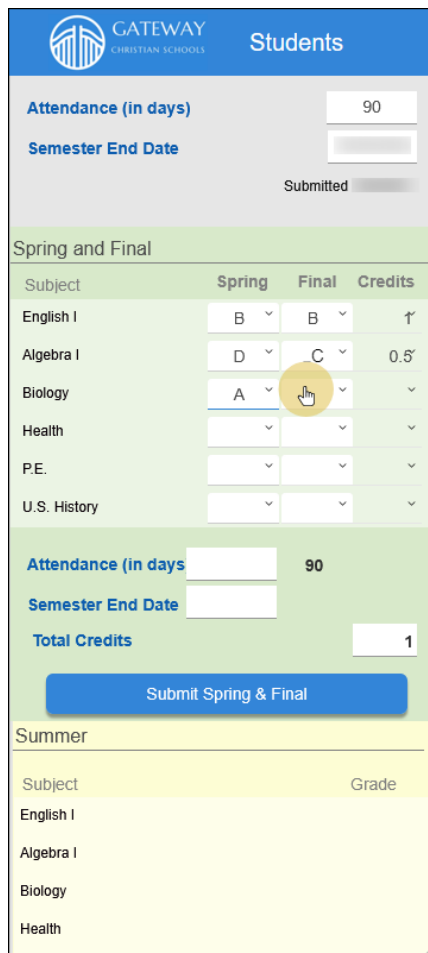
Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology			
Health			
P.E.			
U.S. History			

This is a close-up of the 'Biology' row in the 'Spring and Final' table. The 'Spring' dropdown menu is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'A' grade is highlighted with a yellow circle and a hand cursor. The 'Final' and 'Credits' columns are also visible, showing empty dropdown menus.



47 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A		
Health			
P.E.			
U.S. History			

Attendance (in days) 90

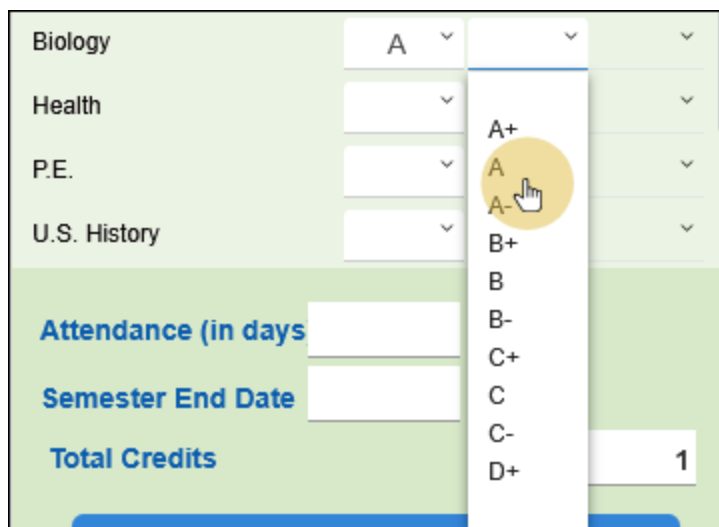
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Biology A

Health

P.E.

U.S. History

Attendance (in days)

Semester End Date

Total Credits 1

A+

A

A-

B+

B

B-

C+

C

C-

D+



48 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	↑
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	▾
Health	▾	▾	▾
P.E.	▾	▾	▾
U.S. History	▾	▾	▾

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	

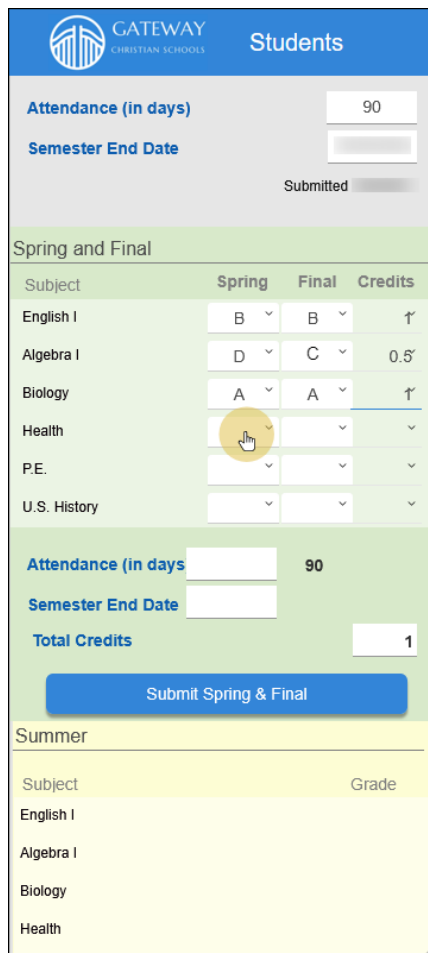
Biology	A ▾	A ▾	▾
Health	▾	▾	▾
P.E.	▾	▾	▾
U.S. History	▾	▾	▾

0.5
1
NA



49 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health			
P.E.			
U.S. History			

Attendance (in days) 90

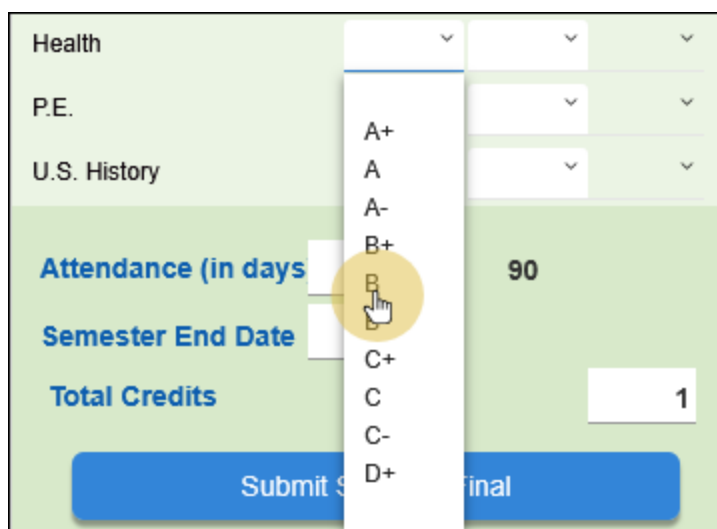
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Health

P.E.

U.S. History

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

A+

A

A-

B+

B

C+

C

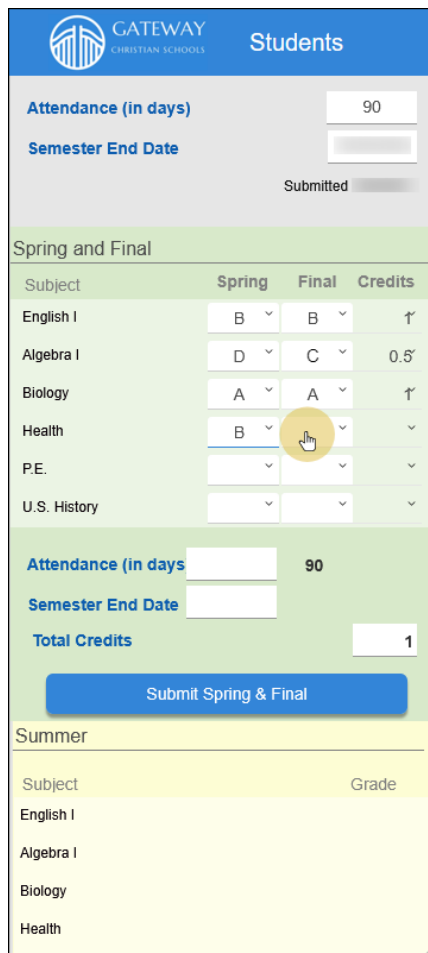
C-

D+



50 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B		
P.E.			
U.S. History			

Attendance (in days) 90

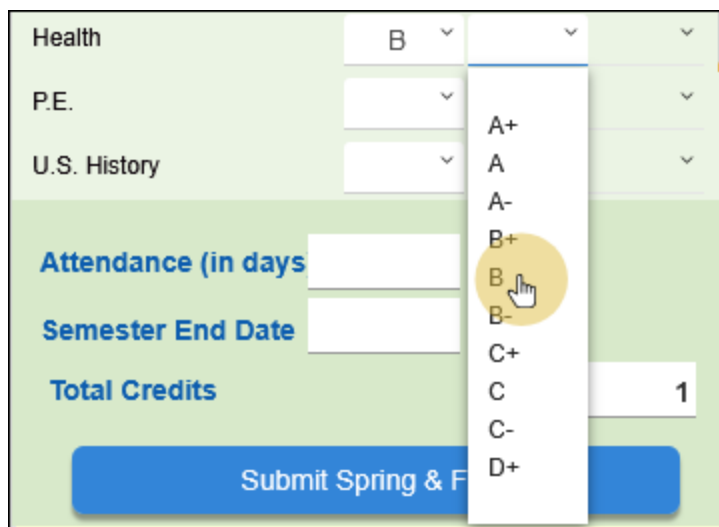
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Health B

P.E.

U.S. History

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & F

A+

A

A-

B+

B

B-

C+

C

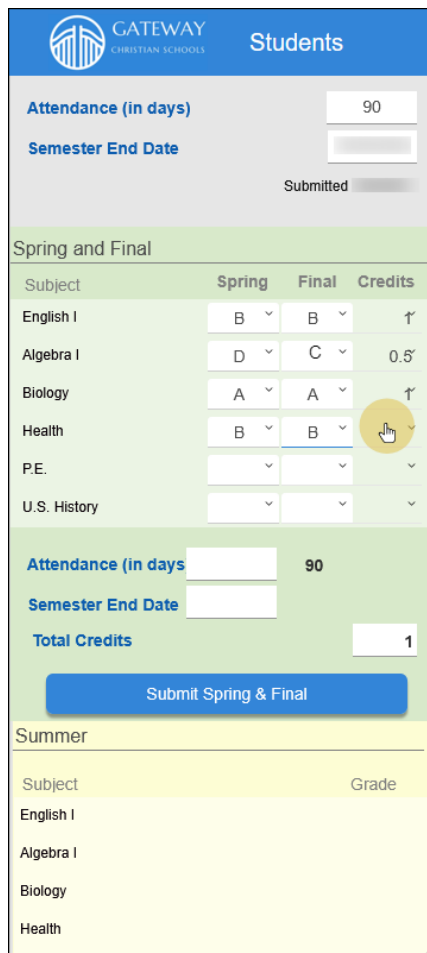
C-

D+



51 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	C	0.5
Biology	A	A	↑
Health	B	B	0.5
P.E.			
U.S. History			

Attendance (in days)

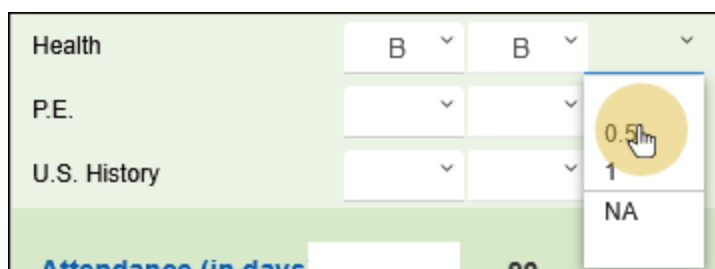
Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Health B B 0.5

P.E. P.E.

U.S. History U.S. History 1 NA

Attendance (in days)



52 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a header with the school logo and name. Below it, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is visible. The main section is titled 'Spring and Final' and contains a table with columns: Subject, Spring, Final, and Credits. The table lists several subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has dropdown menus for Spring and Final grades. A yellow circle highlights the dropdown for P.E. in the Spring column. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below this, there's a 'Summer' section with a table for Subject and Grade.

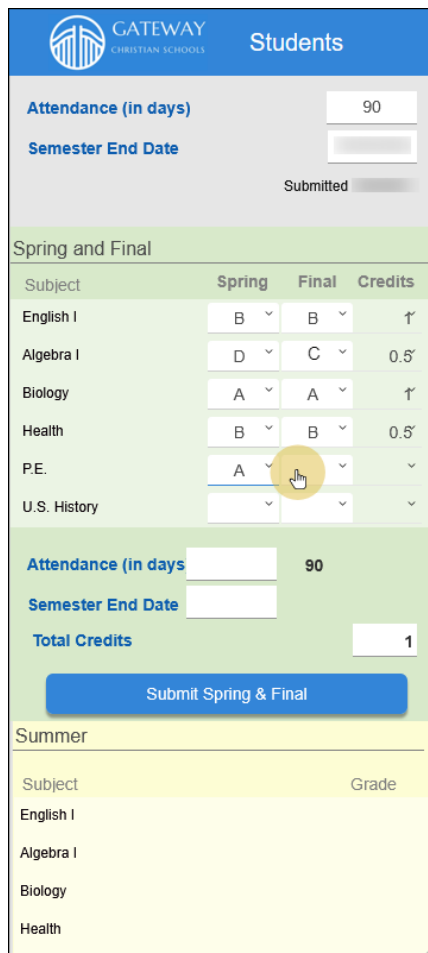
Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.			
U.S. History			

This close-up screenshot shows the dropdown menu for the P.E. subject in the Spring column. The menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'A' grade, which is being selected by a mouse cursor. The background shows parts of the 'Attendance (in days)' field (set to 90), 'Semester End Date' field, 'Total Credits' field (set to 1), and the 'Submit Spring & Final' button.



53 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A		
U.S. History			

Attendance (in days) 90

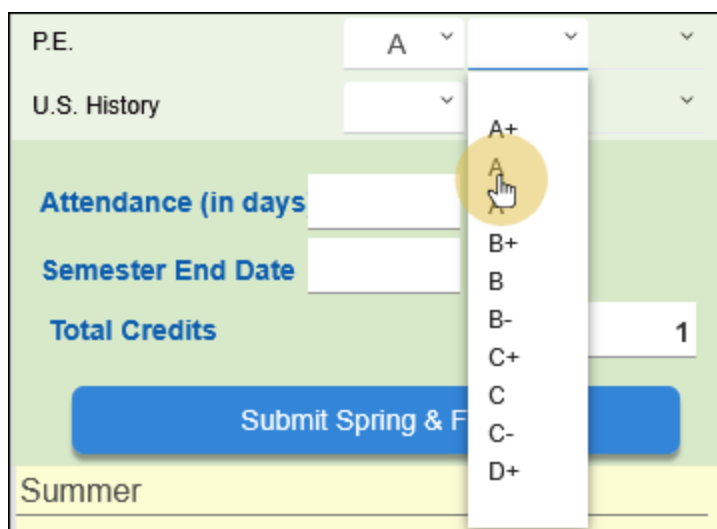
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



P.E. A

U.S. History

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

A+

A

B+

B

B-

C+

C

C-

D+



54 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	▾
U.S. History	▾	▾	▾

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



55 Click to select correct credit amount.



Credits on the grade report are credits earned in the school year. They may be different from the planned credits on the education plan.

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In this example, a whole credit of P.E. was planned, but the student spent less than 150 hours on the activities. Since they only completed 75 hours, they earned 0.5 credit. Later they will do another 75 hours to earn the other required 0.5 credit of P.E.

For a different example of planned vs. actual credits, see Step [#55](#).

GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted ☐

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History			1

Attendance (in days)

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	

56 Scroll down in the lighter green area if needed to view the rest of the courses.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	▾	▾	▾
Music Appreciation	▾	▾	▾

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

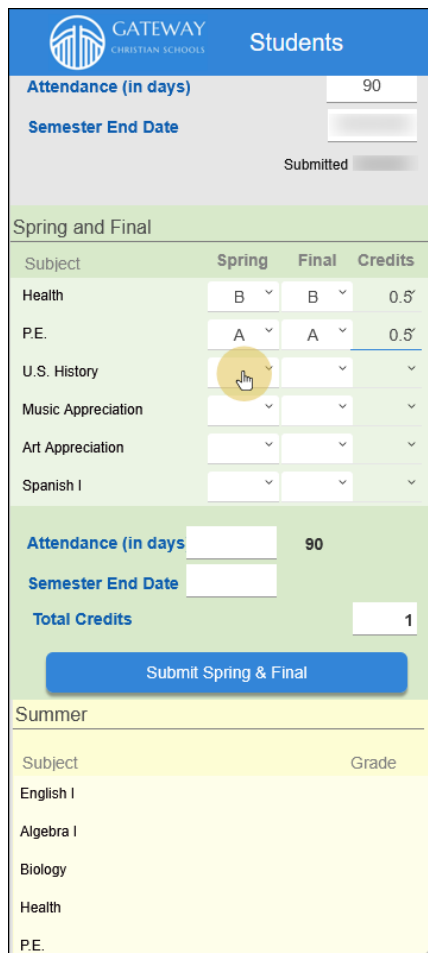
Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



57 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

[Go to Index](#)



GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History			
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days) 90

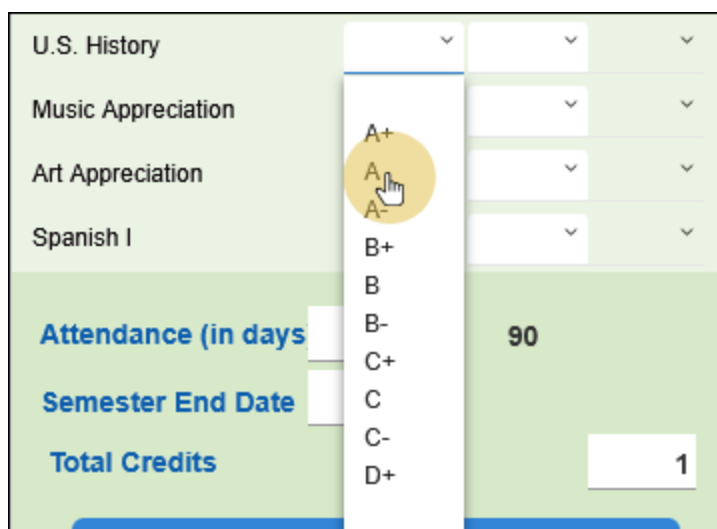
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



U.S. History

Music Appreciation

Art Appreciation

Spanish I

Attendance (in days) 90

Semester End Date

Total Credits 1

A+

A

A-

B+

B

B-

C+

C

C-

D+



58 Click dropdown under "Final" to right of next Course (Subject) to open grade menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A		
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days) 90
Semester End Date
Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



59 Click to select correct letter grade.



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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For guidelines on averaging grades, see Step [#36](#).

In this example, the semester grades for U.S. History are: B (fall), A (spring), and A- (final). For another example, see Step [#43](#).

GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A		
Music Appreciation		A+	
Art Appreciation		A	
Spanish I		A-	

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final

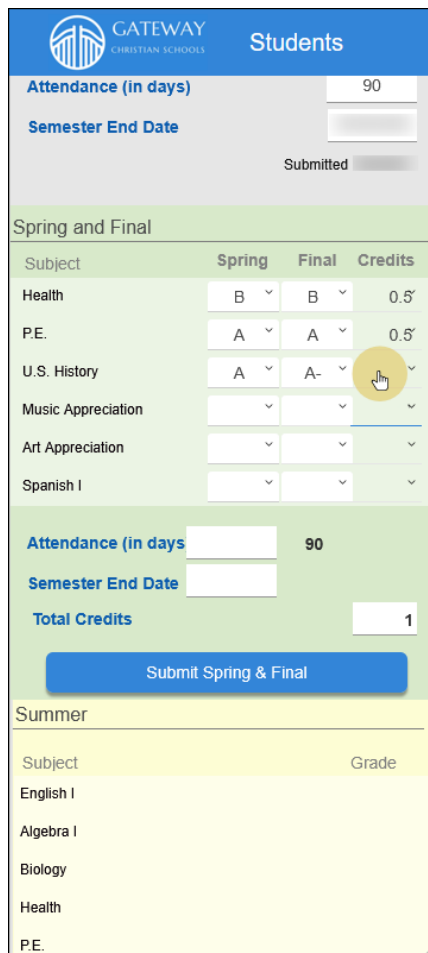
Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



60 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	▼
Music Appreciation	▼	▼	▼
Art Appreciation	▼	▼	▼
Spanish I	▼	▼	▼

Attendance (in days) 90

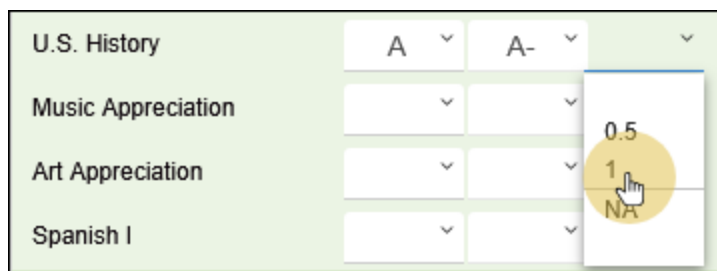
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



U.S. History	A	A-	▼
Music Appreciation	▼	▼	▼
Art Appreciation	▼	▼	▼
Spanish I	▼	▼	▼

0.5

1

NA



61 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1
Music Appreciation	▾	▾	▾
Art Appreciation	▾	▾	▾
Spanish I	▾	▾	▾

Attendance (in days) 90
Semester End Date
Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



62 To scroll down in menu, click in middle of area at bottom.

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A screenshot of a web form for grade submission. The form has a light green background. At the top, there are three rows for course selection: "Music Appreciation", "Art Appreciation", and "Spanish I". Each row has a dropdown menu. Below these, there are three more dropdown menus. The first dropdown menu is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle with a hand icon is pointing to the bottom of the list. To the right of the dropdown menus, there are two input fields: "Attendance (in days)" with the value "90" and "Semester End Date". Below these, there is a "Total Credits" field with the value "1". At the bottom, there is a blue button labeled "Submit Spring & Final".

63 Click to select correct letter grade (or other designation).



If a 0.5 credit course is NOT taken in the current semester, select N/A for the grade.
(All grade spaces must be filled.)

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A screenshot of the same web form as in the previous image. The dropdown menu is open, showing a list of letter grades: D, D-, F, I, and N/A. A yellow circle with a hand icon is pointing to the "N/A" option. The rest of the form, including the "Attendance (in days)" field with "90", the "Semester End Date" field, the "Total Credits" field with "1", and the "Submit Spring & Final" button, remains the same.



64 Click dropdown under "Final" to right of next Course (Subject) to open grade menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A		
Art Appreciation			
Spanish I			

Attendance (in days) 90
Semester End Date
Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



65 Click to select correct letter grade.



For courses taken in the fall semester only, use that grade as the final.

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In this example, the grades for Music Appreciation are: A (fall), N/A (spring), and A (final).

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	
Art Appreciation			
Spanish I			

Attendance (in days)

Semester End Date

Total Credits

Submit Spring & Final

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



66 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation			
Spanish I			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

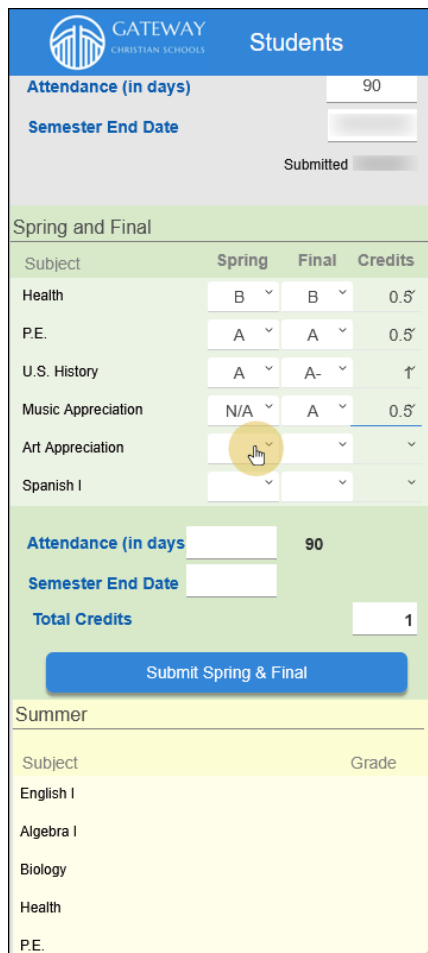
Music Appreciation	N/A	A	0.5
Art Appreciation			1
Spanish I			NA

Attendance (in days) 90



67 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation			
Spanish I			

Attendance (in days) 90

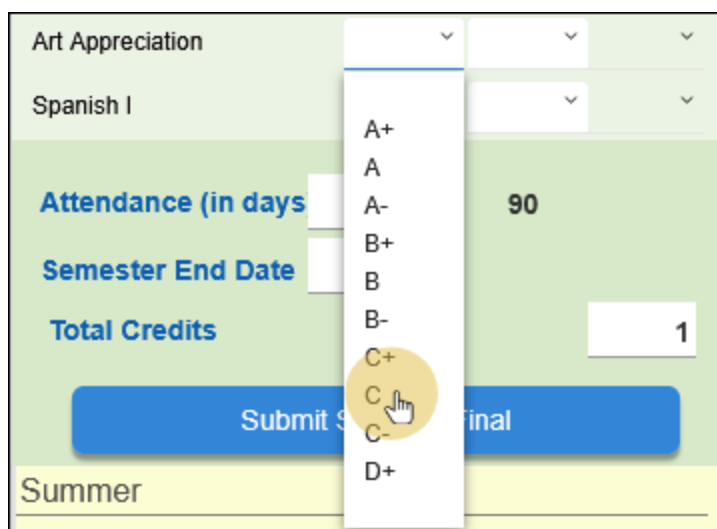
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Art Appreciation

Spanish I

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

A+

A

A-

B+

B

B-

C+

C

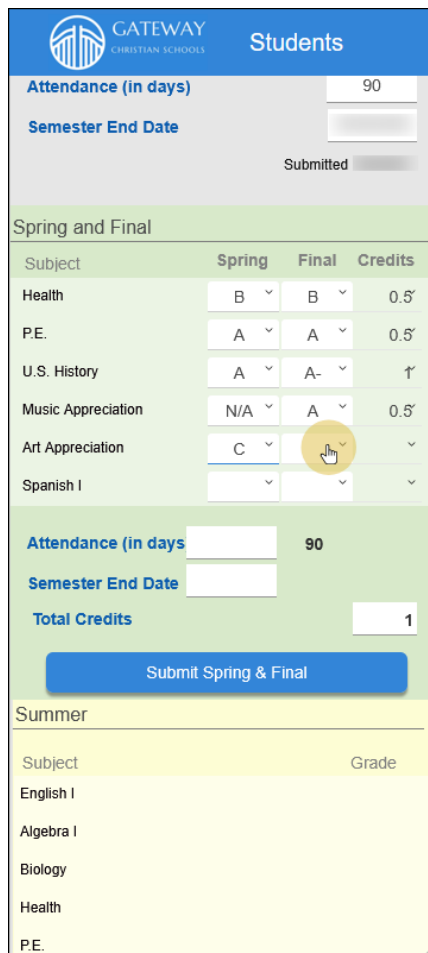
C-

D+



68 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C		
Spanish I			

Attendance (in days) 90

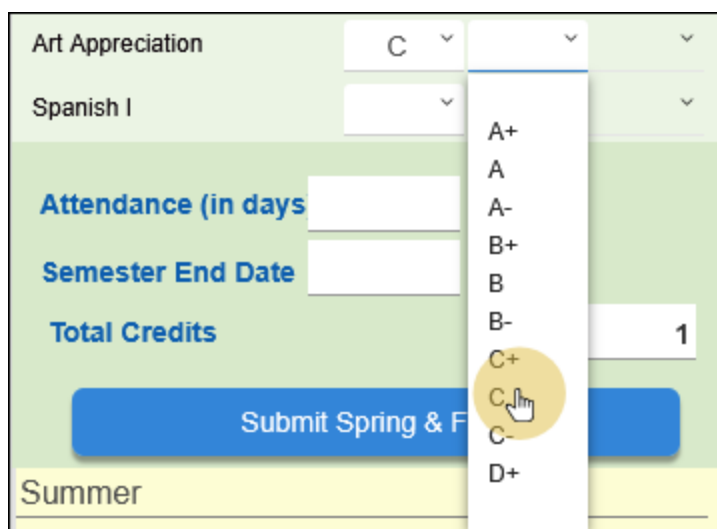
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Art Appreciation C

Spanish I

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

A+

A

A-

B+

B

B-

C+

C

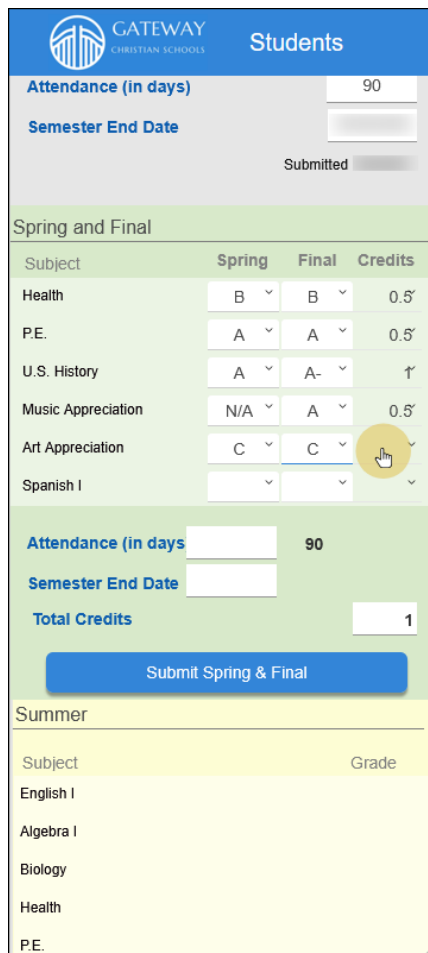
C-

D+



69 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	
Spanish I			

Attendance (in days) 90

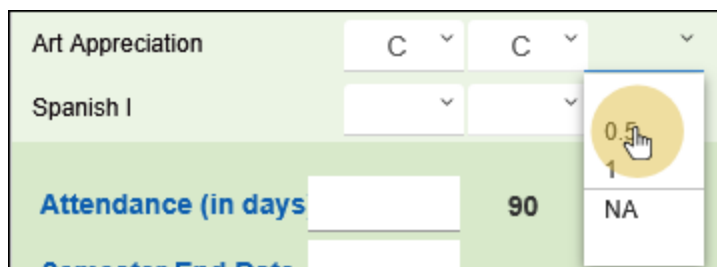
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Art Appreciation C C

Spanish I

Attendance (in days) 90

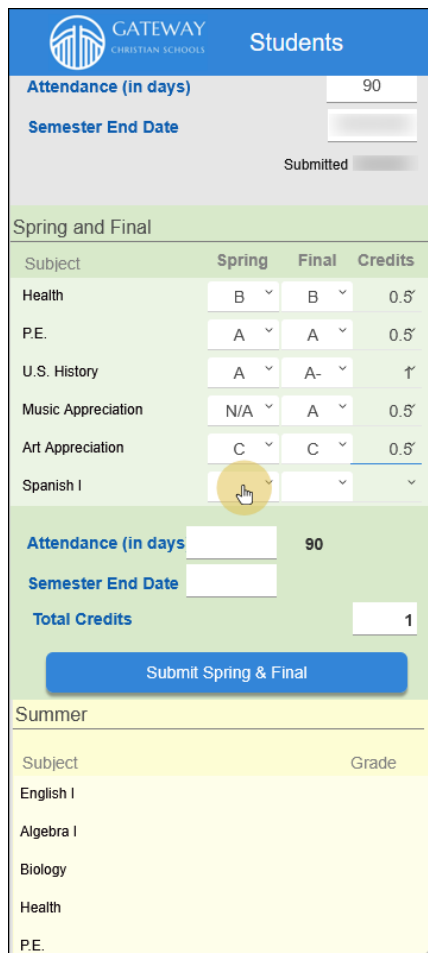
Semester End Date

0.5
1
NA



70 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and select correct letter grade.

[Go to Index](#)



GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I			

Attendance (in days) 90

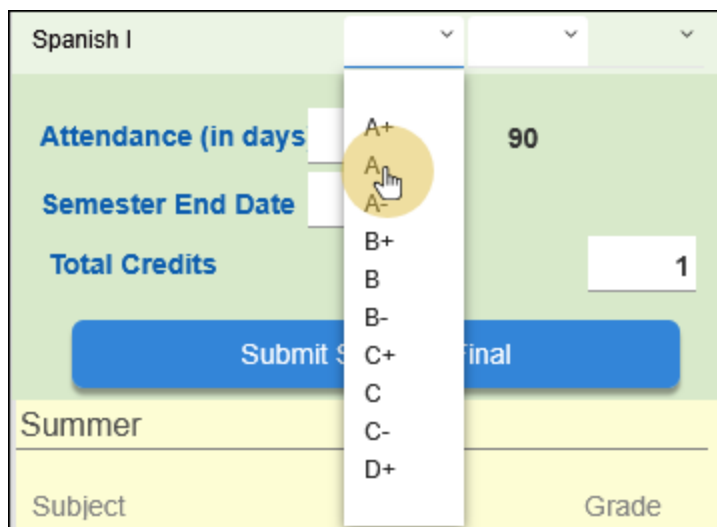
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Spanish I

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

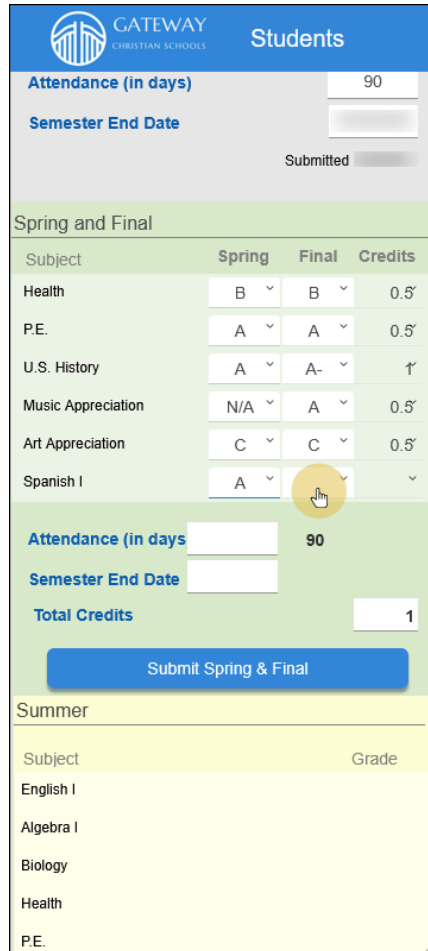
Subject	Grade

Grade options: A+, A, A-, B+, B, B-, C+, C, C-, D+



71 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I	A		

Attendance (in days) 90

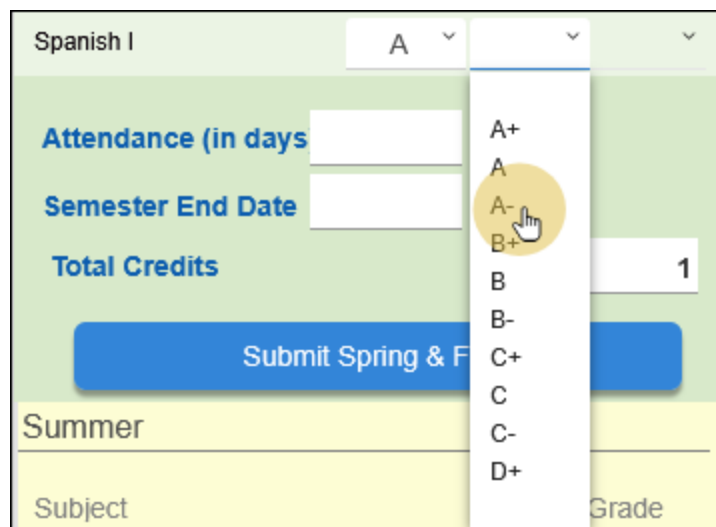
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Spanish I A

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & F

Summer

Subject	Grade

A+

A

A- (selected)

B+

B

B-

C+

C

C-

D+



72 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and select correct credit amount.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I	A	A-	0.5

Attendance (in days) 90
Semester End Date
Total Credits 1
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Spanish I

A

A-

Attendance (in days) 90
Semester End Date
Total Credits

0.5
1
NA



73 Click in the white box to right of "Attendance" to enter attendance.



The bold number to the right is the total days calculated by the program.



Enter the number of days since your semester began (usually January).
A typical semester is 90 days

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



74 Click in the white box to right of "Semester End Date" to open calendar for date, or type date in.



Enter the date when your second semester was completed.
This is the last day of your school year.

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 **GATEWAY**
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days)

90

180

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



75 Click the single < or > arrows at top of the calendar to change the displayed month.



Click as many times as needed to get to the correct month.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1

Attendance (in days)

90

180

Semester End Date

Total Credits

1

Summer

Subject							
English I							
Algebra I							
Biology							
Health							

October 2025

←

→

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8



76 Click the correct day on the calendar to enter end date.



Be sure to use a weekday.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days) **180**

Semester End Date

Total Credits

May 2026

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Summer

Subject
English I
Algebra I
Biology
Health



77 Scroll down again if necessary

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Jake

Info

Courses

Grades

Docs

School Year

2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1



78 Click "Submit Spring & Final" button to submit the grades.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

10/20/2025

Submitted 10/20/25

Spring and Final

Subject	Spring	Final	Credits
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1
Music Appreciation	N/A ▾	A ▾	0.5
Art Appreciation	C ▾	C ▾	0.5
Spanish I	A ▾	A- ▾	1

Attendance (in days)

90

180

Semester End Date

5/29/2026

Total Credits

6

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



79 Click "Submit" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, the logo and "Students" header are visible. Below this, there are fields for "Attendance (in days)" with a value of 90, and "Semester End Date" with a value of 10/20/2025. A "Submitted 10/20/25" status is also shown. A section titled "Spring and Final" contains a table with columns for Subject, Spring, Final, and Credits. The table lists Health and P.E. with their respective grades and credits. A confirmation dialog box is overlaid on the screen, asking "You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?". The dialog has "Cancel" and "Submit" buttons. A yellow circle highlights the "Submit" button. Below the dialog, there is a "Submit Spring & Final" button. The bottom section is titled "Summer" and lists subjects like English I, Algebra I, Biology, and Health.

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5

You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?

Cancel Submit

Submit Spring & Final

Subject	Grade
English I	
Algebra I	
Biology	
Health	



80 See that submission was successful, and click "OK" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, the logo and "Students" title are visible. Below, there are fields for "Attendance (in days)" with a value of 90, and "Semester End Date" with a value of 10/20/2025. A "Submitted 10/20/25" timestamp is also present. A section titled "Spring and Final" contains a table with columns for Subject, Spring, Final, and Credits. The table lists Health and P.E. with their respective grades and credits. A modal dialog titled "Submit Classes" is open in the center, displaying the message "Spring and Final Classes were submitted successfully." and an "OK" button. A mouse cursor is clicking the "OK" button. Below the dialog, there is a "Semester End Date" field, a "Total Credits" field with a value of 6, and a "Submit Spring & Final" button. At the bottom, a "Summer" section is partially visible with a table for Subject and Grade.

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5

Subject	Grade
English I	
Algebra I	
Biology	
Health	



81 The "Spring and Final" grades section is gray when grades are successfully submitted.

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GATEWAY
CHRISTIAN SCHOOLS

Students

English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1

Attendance (in days)

90

180

Semester End Date

Total Credits

6.5

Submitted



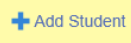
82 To submit grades for another student, click yellow "My Students" button at top of screen.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

 My Students

 + Add Student

Sample, Jake

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
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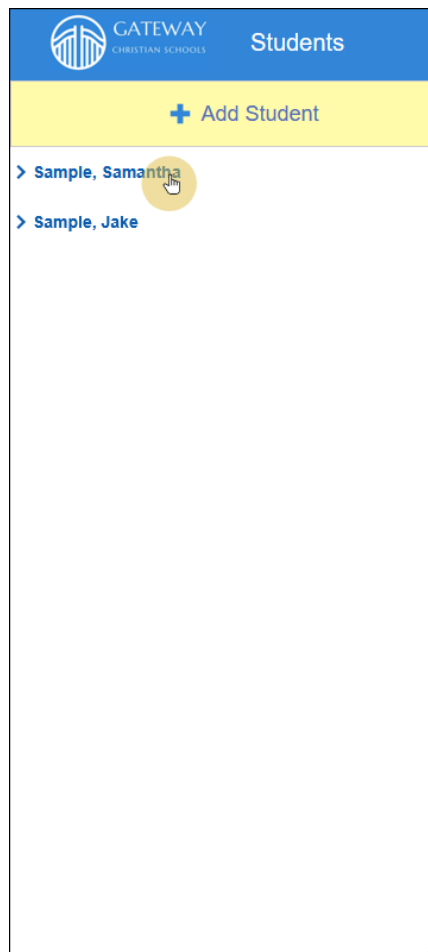


Grade Submission, High School, updated 05-12-2025

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83 Click name of next student to open their record.

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84 In next student's record, click "Grades" to go to the grades tab.



For high school students, continue process as outlined in this guide.
For K-8 grade students, see the guide: Grade Submission, PreK-8.

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The screenshot shows the 'Students' interface for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this is a yellow bar with 'My Students' and '+ Add Student'. The main content area is for a student named 'Sample, Samantha'. There are four tabs: 'Info', 'Courses', 'Grades' (which is highlighted with a yellow circle and a hand cursor), and 'Docs'. Under the 'Grades' tab, the 'Personal Information' section is visible, containing fields for First Name (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), and DOB (04/14/2014) with an 'Age' field showing 11. Below this is the 'Status' section with a dropdown set to 'Approved', a 'Special Ed' checkbox that is checked, and buttons for 'Sp Ed Note' and 'Prior School'. A 'Note' field contains the text 'Husband passed away. Grandmother is helping me'. At the bottom is the 'Family Information' section with fields for 'Parent Name 1' (Mom L. Sample) and 'Parent Name 2' (Grandma L. Amot), and a blue edit button.

