

Instructions

- The “TFPR” is intended for use by parents whose students were not enrolled in a school but were home educating.
- Work reported on a TFPR will not be recorded on our transcript until at least one subsequent semester has been completed with Gateway and reported on a Grade / Attendance Report.
- Forms should be completed in ink and must be signed and show the date the semester ended.
- Send Gateway a copy of the form by one of the following methods. (Always keep the original for your files.)
 - Scan and email as pdf attachment to info@gatewaychristianschools.com,
 - or 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.].
- The family should be the chief custodian of student records. In this way, the primary records are kept safely in each individual family’s files.
- Grades for high-school coursework done in the summer should be reported on a separate TFPR form. The blank marked school year should specify Summer of the appropriate year.
- 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 use pass/fail or satisfactory/unsatisfactory grading systems.
- 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).
- A summer session typically consists of 55-60 days of study.
- 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 those days from previous school.