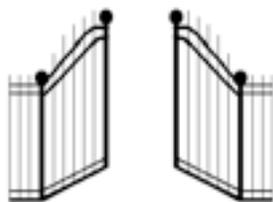


# Gateway Christian Schools

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:

Attached are the necessary forms for Dual Enrollment. Please read our High-School Guidelines and Dual-Enrollment Guidelines, which are also attached. Bear in mind two schools with two separate sets of requirements are involved in this process. If you are not planning dual enrollment for your student this semester, nothing is needed at this time.

The following are required by Gateway for dual-enrollment approval:

- 1) **Completed Current Gateway Enrollment Forms (contact Gateway office)**
- 2) **Academic Records showing high-school credits.**
- 3) **Dual-Enrollment Worksheet** (blank form attached)
- 4) **Gateway's Dual-Enrollment Form** (blank form attached)
- 5) **Copy(s) of the Course Description(s)** from the college catalog:

Course description will include complete course title, summary of course content, course number, College-credit hours to be earned and pre/co-requisite(s).

- 6) **ACT/SAT scores** (Official Report needed)
- 7) **Any Dual-Enrollment Forms Required by the College**

Be sure to check with your chosen college. If the student was dual enrolled in the previous semester, it is possible that the college needs nothing further from Gateway.

Dual Enrollment Fee: \$10.00 per college course

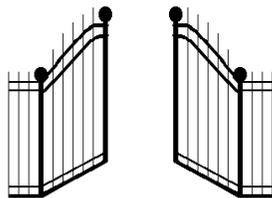
Please submit the necessary documents prior to each semester in which you plan Dual Enrollment. If you are now completing forms for the upcoming semester and intend to continue Dual Enrollment in the next semester bear in mind that you must submit the appropriate forms with any changes that have been made in the courses before the next semester. Your high school counselor will notify you by email, phone call or mail when your dual enrollment course(s) are approved and processed. **We can now accept your completed paperwork by email, provided that the scanned documents are sent as a PDF attachment.**

If you have questions, please feel free to reply to this email or to call us at (901) 454-1606. We would like to take this opportunity to express what a joy it is to serve our Gateway families.

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## Dual-Enrollment Guidelines

**1) Students must be enrolled with Gateway for the school year in which they plan to do dual enrollment.** *Be sure your application includes the High-School Educational Plan form with specific high-school course titles, curriculum, and planned credit assignments for all subjects.* Our new applications are available in the spring before each school year. **We begin accepting applications for the coming year at the beginning of May for those needing early registration for fall dual enrollment.** Please write "Dual Enrollment" in the upper-right corner of the Gateway application.

We strongly suggest that all necessary paperwork be sent *together*. We are usually able to send out recommendation letters and consent forms for dual enrollment 7-10 business days after the student is enrolled for that year. **Students not enrolled with Gateway for the current school year and not approved by Gateway for dual enrollment by the first day of college classes will not receive high-school credit for their dual-enrollment classes.**

When applying for dual enrollment, remember you are dealing with two schools – the high school (Gateway) and the college. You must meet the requirements of both institutions in order to be eligible for dual enrollment. All students who plan to take college classes **must** be enrolled at Gateway and **approved** by Gateway for dual enrollment.

**2) Current grades must be submitted to Gateway** early enough to allow our high school counselors to review and post them on the transcript. Be sure Grade/Attendance Reports include the date each semester ended, parent's signature, and appropriate course titles, grades and credits. If the counselor encounters problems with the grade reports, they will contact the parent to discuss revisions. Please read carefully the teacher instructions on the back of the grade report as well as the high-school guidelines in order to record grades properly and avoid delays. **Important: When a course is taken by Dual Enrollment, please indicate on student's grade form with either the words Dual Enrollment or the name of the College/University.**

**3) Report ACT/SAT scores.** Please mention recent ACT/SAT scores in your correspondence when applying for dual enrollment so that we can ensure their inclusion. Keep in mind that most colleges require the student to have taken an ACT or SAT and to have an appropriate score in order to be accepted for dual enrollment. (Many colleges require an acceptable ACT/SAT on the pertinent subsection.) **Gateway automatically receives ACT/SAT scores of students who use our high-school code (431-421) when registering for the test.** If, however, our high-school code was not used, the parents should send us a copy of the official results they received. **Please be advised dual-enrolled students are expected to have college-preparatory ACT/SAT scores before graduating high school to qualify for the Hope Scholarship.**

**4) Fill out & submit Gateway's Dual-Enrollment Forms** at least two weeks before you want Gateway to send information to the college. Be sure to include all necessary information with the forms (enrollment paperwork; course descriptions; any required *college* forms, if applicable; ACT/SAT scores, etc.).

**5) Send Gateway a copy of the course description(s)** from the college catalog for the planned college course(s). (Must be included with Gateway's forms.)

**6) Gateway has a paperwork fee of \$10.00 per dual-enrollment class.** Please use Paypal or send a check or money order to offset the additional cost of dual-enrollment paperwork.

7) **EXTREMELY IMPORTANT:** If the student drops, withdraws or substitutes courses previously approved by Gateway, please contact us via e-mail, fax, phone or mail. If necessary, please submit revised educational plans and dual-enrollment forms for new courses.

If you desire to receive the **Tennessee Dual Enrollment Grant**, which is awarded by the Tennessee Student Assistance Corporation (TSAC) with funds from the Tennessee lottery, you must complete the online form ([www.CollegePaysTN.com](http://www.CollegePaysTN.com)). **TSAC no longer accepts paper copies of the grant form.**

**Check with the college**-admissions counselor, website, or college catalog for more information regarding the paperwork and process required by the college. Some colleges have a required consent/recommendation form for their dual-enrollment programs.

**Dual-enrollment paperwork requires more than just our signature. Please note that Gateway must:**

- Verify Gateway enrollment for the appropriate school year. **(Students must be enrolled with Gateway for the year in which they will be dual enrolled. When necessary, this requires review and processing of the student's Gateway enrollment forms before dual-enrollment paperwork can be processed.)**
- Make sure that current high-school grades are received and posted on the transcript.
- Check for updated ACT/SAT scores. Obtain and post scores on the transcript.
- Calculate and post student's GPA.
- Determine appropriate high-school credit for specified college course(s) based on course description(s) in relation to the student's updated transcript.
- Send forms to the college or university, keeping copies of all forms for the student's file.
- Notify the parent/guardian when process is complete.

**Please allow at least two weeks for completion of this process.**

**If paperwork is not sent until August, it may take longer than 2 weeks.**

**Not all college courses have a high-school equivalent.** A high-school credit can sometimes be earned by completing three to six college "credit hours." Some college courses are beyond the scope of high school while others are too narrow to cover the full scope of a high-school course. College courses that are a close equivalent to a high-school course for which the student has already earned credit *will not earn additional high-school credit*. Some students may, however, take such courses for *college credit only*. **A Gateway counselor will determine whether college courses may receive high-school credit.**

**Gateway students are required to do a minimum of 50% of their studies at home (for each semester).** Students must take some **core** courses **at home** to remain a part of our program. Students taking all of their courses at another institution will not be considered students of Gateway. Gateway's Home-Education Program is not intended for private instruction by anyone other than parents/guardians. We do, however, permit a **portion** of the student's education to be done by dual enrollment. A **Special-Permission Form** must be submitted for any extra dual enrollment course beyond the normal course load. Our coordinator will have to approve the course. (*This form is found in the dual-enrollment section on our website.*)

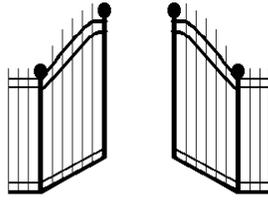
**Gateway students must not take enough college classes to be considered full-time college students.** Students who become full-time at another school (college or otherwise) **would be considered withdrawn from Gateway's program.** Most colleges consider students to be full-time when they take 12 college credit hours per semester. Similarly, students should avoid taking enough college classes to complete their freshman college year while registered at Gateway. Most colleges consider the freshman year complete when the student has earned 30 college credit hours. **Students who complete the freshman college year before high-school graduation become ineligible for most college scholarships.** Please note, also, that as soon as a student completes Gateway's minimum requirements for graduation, he/she is considered to have graduated. Diplomas will be mailed approximately two weeks after we receive final grades.

**The Gateway high-school counselors are here to help you with dual-enrollment.** You, the parent, however, are primarily responsible for making sure that everything is in order and all requirements (for both schools) have been met. We have more than several hundred juniors and seniors each year and many request dual-enrollment services. We handle such requests on a first-come, first-served basis. Our phone lines are often busy due to the demands of our counseling services. If you are unable to reach us by phone, you may fax your request to (901) 454-9814, leave a voice message on our phone@ (901) 454-1606, or email us at **Gateway\_@BellSouth.net**. (Please be sure to include the underscore, "\_" character in our email address.) Address your requests to the "Dual-Enrollment Counselor." **Please note that we now accept paperwork via email as a PDF attachment.**

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## Dual-Enrollment Form

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

Address \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Student's Grade Level \_\_\_\_\_

Have you read Gateway's *current* Dual-Enrollment & High-School Guidelines? Yes  No   
**Attach a copy of "course description" for each planned/alternate college course.**  (from college catalog)

College or University: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

<u>College Course Title</u> <i>Fall Semester Year: _____.</i>	College Course #	College Credit	EQUIVALENT <u>High-School Course Title</u>	FOR OFFICE USE* HS Credit
			Planned high-school credit _____	
			Planned high-school credit _____	
<i>Spring Semester Year: _____.</i>				
			Planned high-school credit _____	
			Planned high-school credit _____	

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be signed by Gateway Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

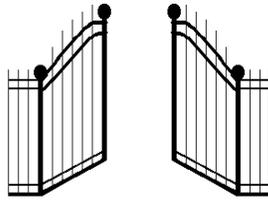
*\*A Gateway Counselor will determine whether courses merit high-school credit. See Dual-Enrollment Guidelines.*

**Office Use Only:**  
Dual Enrollment Fee: \_\_\_\_\_ Date Received \_\_\_\_\_ Amount Rcvd: \$ \_\_\_\_\_ Initial: \_\_\_\_\_

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## Dual-Enrollment Worksheet\*

\*Studies done at home must equal or exceed those done outside the home. This worksheet is designed to help you make sure your planned studies are balanced. Please refer to our Dual-Enrollment Guidelines for more information. Please complete or correct this form and submit to "Attn: Dual-Enrollment Counselor."

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

	<u>Courses At Home:</u>	<u>H. S. Credits</u>	<u>Dual Enrollment Courses:</u>	<u>Approx equiv. H. S. Credits</u>
<b>Fall</b>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

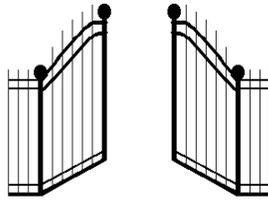
*Plans often change; therefore, revisions of educational plans & appropriate dual enrollment forms must be submitted so that we are able to assist you in planning for your student's successful graduation.*

<b>Spring</b>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

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## Special Permission Form

(Required for extra dual enrollment course)

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

Address \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Student's Grade Level \_\_\_\_\_

Have you read Gateway's *current* Dual-Enrollment & High-School Guidelines? Yes  No   
**Attach a copy of "course description" for each planned/alternate college course.**  (from college catalog)

College or University: \_\_\_\_\_ Year: \_\_\_\_\_

<u>College Course Title</u>	College Course #	College Credit	EQUIVALENT <u>High-School Course Title</u>	FOR OFFICE USE* HS Credit Assigned
<i>Fall Semester</i>				
			Planned high-school credit _____	<input type="checkbox"/>
<i>Spring Semester</i>				
			Planned high-school credit _____	<input type="checkbox"/>

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be signed by Gateway Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*\*A Gateway Counselor will determine whether courses merit high-school credit. See Dual-Enrollment Guidelines.*

*Special permission from our Coordinator is required for any extra dual enrollment course beyond the normal. Gateway students are required to do a minimum of 50% of their core studies at home to remain in our program. Our students must not take enough college classes to be considered full-time college students.*

**Office Use Only:**  
 Dual Enrollment Fee: \_\_\_\_\_ Date Received \_\_\_\_\_ Amount Rcvd: \$ \_\_\_\_\_ Initial: \_\_\_\_\_