



MARY ELIZABETH DAVIS, PhD
Superintendent of Schools

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School Board Vice-Chair

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HARRISON

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Dear Private School Administrator:

Georgia Law (§ 20-2-690) requires private schools to report students enrolled in **grades K-12** to the Superintendent of the public school district in which the student resides. The **report must be submitted within 30 days after the beginning of the school year** and contain the **name, age (not birth date), grade and residence, to include the zip code**, of each student. ***(P.O. Box numbers will NOT be accepted.)*** Please also include the name of the person preparing the report for your school and a contact number.

The report is based upon the location of the student's residence. Accordingly, if you have students residing in several different public school districts, a separate report must be made to each of the districts involved detailing those students that reside within the given public school district. **If you do not have any students from Cherokee County, please write "no students" on the form and return it to our office.**

Georgia Department of Education Form 1111 (DE Form 1111) outlining the information to be reported is located at www.cherokeek12.net on the Federal Programs webpage.

The instructions for completing DE Form 1111 are listed below:

1. Complete the school name, total enrollment and grades.
2. Enter the student information alphabetically by **grade level**.
3. Enter all the student information into the requested fields.
(Depending on your database, you may be able to import the student information into the spreadsheet.)
4. **E-mail** your completed **Excel spreadsheet** to privateschools@cherokeek12.net.

Thank you for your assistance. If you have questions or concerns, please contact our office at 770.704.4388.