

GCPS 2025-2026 Private School Student Enrollment - User Guide

This document outlines the process that private schools must follow to submit data for the 2025-2026 Private School Student Enrollment period. If your school is reporting more than **twenty-five** students, please complete the **DE-1111 form** before completing the Qualtrics form.

The Qualtrics form can be accessed on desktops, laptops, or mobile devices, including phones and tablets.

To access the form, please copy and paste the following link into a web browser:

https://gcpsk12ga.qualtrics.com/jfe/form/SV_2rj2lvGvll6skzl

1. When the link opens, you will see the introduction page. Click on “**Next Page**” to begin.



0% Survey Completion

GCPS 2025-2026 Private School Student Enrollment

Greetings, Private School Administrative Contact,

The Private School Data Collection period for SY25-26 is now active. Private schools are required by law (O. C. G. A. 20-2-690) to provide a list of their students who reside in the local public school district.

Please select "Next Page" to begin.

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2. Please provide details about the private school.

Please enter your **Private School** information below. Fields marked with a red asterisk (*) are required.

* Name of Private School:

* Month (Enter the full month name, i.e. August):

* Year (Enter the four-digit year, i.e. 2025):

If applicable, name of business under which the school is registered/covered:

Business ID Number and State for school or business under which the school is registered/covered:

State (2 letter):

School Website:

* School Phone Number:

* School Email:

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3. Please choose your organization's status: for-profit or nonprofit.

Profit/Nonprofit Status of School (or Overarching Business):

Profit (Please enter comments below):

Non-Profit (Please enter comments below):

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4. Select "Yes" or "No" for the 501(c)(3) status on the next page. If "Yes" is chosen, you will be required to enter the EIN.

501(c)(3) Status of School (or Overarching Business):

Yes

No

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You selected "Yes" 501(c)(3) - Please enter Employer Identification Number for school or business under which the school is registered/covered:

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5. Select the city and county of the **public school district** from the dropdown boxes. The next page will ask for the address of the private school.

Select the City/County **public school district** in which geographic boundaries the Private School is located:

GA County

GA City

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Please begin carefully typing the **Private School's Mailing** address below; allow the address to populate and then make your selection:

Please provide a room number, or suite number (if applicable) and the private school's zip code:

Room number, or Suite number

• Zip Code

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6. If the **location address** of the private school is different from the **mailing address** entered, please provide it in the text box. If the addresses are the same, you may continue without answering this question.

Please begin carefully typing the **Private School's Location** address below; (*if different from Mailing address*) allow the address to populate, and then make your selection:

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7. Please provide the contact information for the private school.

Please enter **Private** school contact and enrollment information below. Fields marked with a red asterisk (*) are required.

* Contact First Name:

* Contact Last Name:

* Contact Title:

* Contact Phone Number:

* Contact Email:

* Private School Total Enrollment Number:

* Private School Grade Levels: (example KK through 12)

You are submitting private school student enrollment for **Gwinnett County Public Schools**.

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8. If you are reporting fewer than **twenty-five** students, please select **“No.”**

Do you have more than twenty-five students to report?

Yes

No

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9. Please enter the number of students you are reporting, with a maximum of **twenty-five**. For this example, **two** students were entered.

How many students are you reporting?

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10. If you select “I am reporting a student who has enrolled,” the next page will ask you to choose the **Entry** date.

Please make a student selection below for this 2025–2026 school year:

- I am reporting a student who has Enrolled.
- I am reporting a student who has withdrawn after having been enrolled.
- I am reporting a student who has been suspended.
- I am reporting a student who has entered after a report was submitted to the school superintendent.

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Please select the date of **Entry** below:

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11. If you select “I am reporting a student who has withdrawn after having been enrolled,” the next page will ask you to choose the **Withdrawal** date.

Please make a student selection below for this 2025-2026 school year:

- I am reporting a student who has Enrolled.
- I am reporting a student who has withdrawn after having been enrolled.
- I am reporting a student who has been suspended.
- I am reporting a student who has entered after a report was submitted to the school superintendent.

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Please select the date of **Withdrawal** below:

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12. If you select “I am reporting a student who has been suspended,” the next page will ask you to choose the **Suspension** date.

Please make a student selection below for this 2025-2026 school year:

- I am reporting a student who has Enrolled.
- I am reporting a student who has withdrawn after having been enrolled.
- I am reporting a student who has been suspended.
- I am reporting a student who has entered after a report was submitted to the school superintendent.

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Please select the date of **Suspension** below:

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13. If you select “I am reporting a student who was entered after a report was submitted to the school superintendent,” the next page will ask you to choose the date of entry **After** a report was submitted to the school superintendent.

Please make a student selection below for this 2025-2026 school year:

- I am reporting a student who has Enrolled.
- I am reporting a student who has withdrawn after having been enrolled.
- I am reporting a student who has been suspended.
- I am reporting a student who has entered after a report was submitted to the school superintendent.

Please select the date of entry **after** a report was submitted to the school superintendent:

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14. Once you have made a selection, you will need to enter the student's information.

Please enter the Student's name below. Fields marked with a red asterisk (*) are required.

* Student First Name:

Student Middle: (if applicable)

* Student Last Name:

Please begin carefully typing the **Student's** home address below; allow the address to populate and then make your selection:

Please provide an apartment number (if applicable) and the student's home address zip code:

Apartment Number:

* Zip Code:

Please select **Test's** age below:

Please select **Test's** grade level below:

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15. A summary page will show the name, age, and grade of each student. If you indicated that you were reporting on **ten** students, you will see **ten** summaries displayed.

Student # 1 Summary:

Name:

Age:

Grade:

Student # 2 Summary:

Name:

Age:

Grade:

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16. If you are reporting **more** than **twenty-five** students, please select **“Yes.”** You will then be allowed to upload your completed **DE1111** form on the next page.

Do you have more than twenty-five students to report?

Yes

No

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Please upload your completed **DE1111** form, and select "**Submit**" to close this form. Here's the editable form: [FY25 DE1111 Form](#)

Drop files or click here to upload

SUBMIT

17. The last page provides instructions for making changes on a previous page or for submitting and closing the form.

Please select "**Submit**" to complete this form or "**Previous Page**" to review student information.

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SUBMIT

- Please contact the Qualtrics team if you have any questions or concerns at Qualtrics@gcpsk12.org.