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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](http://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](mailto:privateschools@cherokeek12.net).

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