

Dear Private School Administrator:

Georgia Law (20-20690), 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,*** ***P.O. Box numbers will NOT be accepted)*** of each student enrolled. ***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. Thus, 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. For example***, a list of all students residing in Cobb County, outside of the City of Marietta, must be submitted to the Cobb County School District.*** A list of all students residing in the City of Marietta must be submitted to the City of Marietta School District***. If you do not have any students from Cobb, please write “no students” on the form and return it to our office.***

Georgia Department of Education form (DE Form 1111) outlining the information to be reported is located at [www.cobbk12.org](http://www.cobbk12.org) at the bottom of the home page under the “Schools” heading.

**The instructions are listed below:**

1. Complete the school name, total enrollment, and grades.
2. Enter the student information by **grade level**, not alphabetical.
3. Enter all of 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 [Janet.Brannen@cobbk12.org](mailto:Janet.Brannen@cobbk12.org). Please **do not** send any paper copies.

Thank you for your assistance. If you have questions or concerns, please contact our office at 770-514-3832 or [Janet.Brannen@cobbk12.org](mailto:Janet.Brannen@cobbk12.org)