

The Express Gateway has opened. This program will offer parents/guardians the ability to update basic contact information for their child/children without having to contact the school directly or fill out more paper forms. The information that can be updated is listed below.

- Student address*
- Parent phone numbers (home, cell and work)
- Parent email address
- Application for Free/Reduced Price Lunch
- Student primary phone number
- Early Dismissal information updates
- Changes to Contacts 2 -10 including edits, deletions and additions

*Changes to student's address require that the parent/guardian provide appropriate documentation to the school. Once documentation has been received, the new address will be updated in Aspen.

To access the **Express Gateway**, open a web browser and go to <https://express.cherokeek12.net/>. Once there, you will need two pieces of information in order to update a student's information. The Username field will be the student's local student ID, sometimes referred to as their "lunch number". The password will be the student's GTID. The GTID is a 10-digit number assigned by the Georgia Department of Education. These credentials are identical to the ones that you used for the **Back-To-School Gateway**. Thus, if you still have that documentation, you can retrieve the Student ID and GTID from there. If you do not have this information, both items are listed on any prior year report card or transcript. Additionally, report cards issued in October will also include this information. If you need to access the information sooner, please contact the student's school and they can provide the information to you.

After the Express Gateway has been used to update a child's information, an email notification will be sent to the primary contact as the primary contact will normally be the person who submits any changes like those listed above. Information that was changed in **Express Gateway** will be attached to this email in a password protected file. To open and review these attached change forms, use the child's GTID as the password.

If you are having issues logging in to this gateway, don't hesitate to contact us at Teasley - 770.721.5420.