

# Rockdale Magnet

## Front Office “Who to Contact”

### 2024-2025

Topic/Issue	Point of Contact	Comments
Technology	RCHS Intel	Contact the RCHS Intel at 770-483-8754 ext. 28176.
Student Attendance	Magnet Office <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a>	<p><b>All excuse notes should be submitted within 3 days of the student's return to school.</b></p> <p>Written excuse notes can be submitted to the Magnet Front Office OR emailed to <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a>.</p>
Student Self-Check Out	Magnet Office <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a>	<p>Parents/Guardians requesting for a student, who drives to school and has an RCHS parking permit, to “self-checkout” must send a copy of their photo ID to <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a> the morning of the date in question, along with a reason for the checkout, and the time the student should be called from their classroom. A representative from the Magnet Front Office will call the parent/guardian making the request to confirm authenticity.</p> <p><b>Once authenticated, students must wait in their classroom before being called to check out.</b></p> <p><b>Students must physically come to the Magnet Front Office to complete the checkout process <u>each and every</u> time they checkout. This applies to parent/guardian checkouts and self-checkout.</b></p>
Magnet Fund	Natacha Simon-Christie <a href="mailto:Natachasimon1026@gmail.com">Natachasimon1026@gmail.com</a>	<p>For fee payment options and additional Fund information, please visit: <a href="http://www.rockdalemagnetfund.com">www.rockdalemagnetfund.com</a></p> <p>For questions regarding payments that have been submitted, please email: <a href="mailto:rockdalemagnetfund2017@gmail.com">rockdalemagnetfund2017@gmail.com</a></p>
<b>Certificate of School Enrollment</b>  (required by the Department of Driver's Services to obtain a student's learner's permit and driver's license)	Magnet Front Office	<p>The Certificate of Enrollment form can be obtained from the Magnet front office.</p> <p><b><u>Complete section A only.</u></b></p> <p>Return the completed form to the Magnet Front Office. <b>Turnaround time for form to be notarized is 24 hours.</b></p> <p>The <b>cost is \$2</b>. Please provide exact cash as change is not available.</p> <p><b>The form expires 30 days from date of issue.</b></p>

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Work Permits	<b>Vanessa Burch</b> <a href="mailto:vburch@rockdale.k12.ga.us">vburch@rockdale.k12.ga.us</a> <b>by appointment only</b>	Students should complete the Work Permit form carefully.  <b>Students <span style="color: red;">MUST</span> have a job prior to requesting form.</b>
Education Verification	<b>www.parchment.com</b>	For students who are graduates or who are no longer enrolled in Rockdale County Public Schools, please use <a href="http://www.parchment.com">www.parchment.com</a> .  For currently enrolled students, please email <a href="mailto:sbradford@rockdale.k12.ga.us">sbradford@rockdale.k12.ga.us</a>
Social Security Administration	<b>Stephanie Bradford</b> <a href="mailto:sbradford@rockdale.k12.ga.us">sbradford@rockdale.k12.ga.us</a>	Documents can be brought to the Magnet front office or emailed to <a href="mailto:sbradford@rockdale.k12.ga.us">sbradford@rockdale.k12.ga.us</a> .  <b>Turnaround time is 2-3 business days.</b>
Textbooks	<b>Dr. Lynette Clark</b> <a href="mailto:lclark@rockdale.k12.ga.us">lclark@rockdale.k12.ga.us</a>	
Grade Questions	<b>Dr. Lynette Clark</b> <a href="mailto:lclark@rockdale.k12.ga.us">lclark@rockdale.k12.ga.us</a>	
Withdrawal from enrollment	<b>Ashley Jackson</b> <a href="mailto:ajackson@rockdale.k12.ga.us">ajackson@rockdale.k12.ga.us</a>	Magnet student withdrawal paperwork must begin at Magnet and conclude at Rockdale High School.
School Records Requests	<b>Vanessa Burch</b> <a href="mailto:vburch@rockdale.k12.ga.us">vburch@rockdale.k12.ga.us</a>	Requests must be emailed to Vanessa Burch or faxed to 770-483-7379
504 Plan Questions, Requests, or Concerns	<b>Dr. Lynette Clark</b> <a href="mailto:lclark@rockdale.k12.ga.us">lclark@rockdale.k12.ga.us</a>	
Accommodations for students with an IEP/504	<b>Dr. Lynette Clark</b> <a href="mailto:lclark@rockdale.k12.ga.us">lclark@rockdale.k12.ga.us</a>	
AP Test Registration Questions	<b>Dr. Lynette Clark</b> <a href="mailto:lclark@rockdale.k12.ga.us">lclark@rockdale.k12.ga.us</a>	
Research and Science Fair Questions	<b>Scott Bolen</b> <a href="mailto:sbolen@rockdale.k12.ga.us">sbolen@rockdale.k12.ga.us</a>	
Academic Schedule Questions	<b>Jennifer Harris</b> <a href="mailto:jharris1@rockdale.k12.ga.us">jharris1@rockdale.k12.ga.us</a> (for students with last name K-Z)  <b>Myrissa Lindsey</b> <a href="mailto:mlindsey@rockdale.k12.ga.us">mlindsey@rockdale.k12.ga.us</a> (for students with last name A-J)	<b>Please note that changes to schedules will only be made for the following reasons:</b> <ul style="list-style-type: none"> <li>• Incorrect level or duplicate course (passed previously)</li> <li>• Missing a period (example: no 2<sup>nd</sup> period class or 2 5<sup>th</sup> period classes)</li> </ul>

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#### RMSST Counseling Department

##### COUNSELING & ADVISEMENT

- Graduation – concerns/questions
- All counseling escalated situations
- Crisis Management
- Red Ribbon Week
- Cyberbullying Month
- College Awareness
- GA Apply to College Day
- UGA Certificate of Merit
- College Signing Day
- College Application assistance
- Scholarship Application assistance
- Dual Enrollment

**Jennifer Harris**  
[jharris1@rockdale.k12.ga.us](mailto:jharris1@rockdale.k12.ga.us)  
 (for students with last name K-Z)

**Myrissa Lindsey**  
[mlindsey@rockdale.k12.ga.us](mailto:mlindsey@rockdale.k12.ga.us)  
 (for students with last name A-J)

**Transcript Requests**

**[www.parchment.com](http://www.parchment.com)**

**SAT / ACT Waivers**

**Myrissa Lindsey**  
[mlindsey@rockdale.k12.ga.us](mailto:mlindsey@rockdale.k12.ga.us)