

Rockdale Magnet

Front Office “Who to Contact”

2025-2026

Topic/Issue	Point of Contact	Comments
Technology	RCHS Intel	Contact the RCHS Intel at 770-483-8754 ext. 28176.
<p>When You Are Absent From School.</p> <p>Learning happens every single day at Rockdale Magnet. In order to ensure that you stay caught up on your classes, please follow these steps:</p>	<ul style="list-style-type: none"> Email your teachers to see what you missed and need to make up before you return. If you are going to be out more than 1 day, email your counselor. Check Canvas courses or course calendars to see what notes or assignments can be done at home. Ask a friend to copy their notes. Look for supplemental resources to learn the content. Attend teacher office hours for help. Make up any missed assessments within one week of your absence. 	<p>Please note: It is not necessary to call the Magnet Front Office to report your absence. Excuse notes must be submitted in writing.</p> <p>Turn in your excuse note to the Magnet Front Office OR email to magnetoffice@rockdaleschools.com within 3 days of your return to school.</p>
Student Attendance	<p>Magnet Office magnetoffice@rockdale.k12.ga.us</p>	<p>All excuse notes should be submitted within 3 days of the student's return to school.</p> <p>Written excuse notes can be submitted to the Magnet Front Office OR emailed to magnetoffice@rockdale.k12.ga.us.</p> <p>Excused absences must align with the RCPS Attendance Protocol please click here for a list of excusable absences: ROCKDALE COUNTY.</p>

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<p>Student Self-Check Out</p>	<p style="text-align: center;">Magnet Office magnetoffice@rockdale.k12.ga.us</p>	<p>Parents/Guardians requesting that a student, who drives to school and has an RCHS parking permit, to “Self-Check Out” must send a copy of their photo ID to magnetoffice@rockdale.k12.ga.us (BY 8:00 AM the morning of the date in question), along with a reason for the check out, and the time the student should be called from their classroom. A representative from the Magnet Front Office will call the parent/guardian who has made the request to confirm authenticity.</p> <ul style="list-style-type: none"> • Once authenticated, students must wait in their classroom before being called to check out. • Students <u>must</u> physically come to the Magnet Front Office to complete the checkout process <u>each and every</u> time they check out. • This applies to both in-person parent/guardian check outs and student self-check outs. <p style="text-align: center;">NO CHECK OUTS after 2:45 pm.</p>
<p>Magnet Fund</p>	<p style="text-align: center;">Rockdalemagnetfund2017@gmail.com</p>	<p>For fee payment options and additional Fund information, please visit: www.rockdalemagnetfund.com</p> <p>For questions regarding payments that have been submitted, please email: rockdalemagnetfund2017@gmail.com</p>
<p>Certificate of School Enrollment</p> <p>(required by the Department of Driver's Services to obtain a student's learner's permit and driver's license)</p>	<p style="text-align: center;">Magnet Front Office</p>	<p>A copy of the Certificate of Enrollment form can be obtained from the Magnet front office.</p> <p><u>Complete section A only.</u> Return the completed form to the Magnet Front Office. Turnaround time for form to be notarized is 24 hours.</p> <p>The cost is \$2. Please provide exact cash as change is not available.</p> <p style="text-align: center;">The form expires 30 days from the date of issue.</p>
<p>Work Permits</p>	<p style="text-align: center;">RCHS Front Office 770-483-8754 by appointment only</p>	<p>Students should complete the Work Permit form carefully. Students MUST have a job prior to requesting form.</p>
<p>Education Verification</p>	<p style="text-align: center;">www.parchment.com</p>	<p>For students who are graduates or who are no longer enrolled in Rockdale County Public Schools, please use www.parchment.com.</p> <p>For currently enrolled students, please email sbradford@rockdale.k12.ga.us</p>

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Social Security Administration	Stephanie Bradford sbradford@rockdale.k12.ga.us	Documents to be completed should be brought to Mrs. Bradford in the Magnet front office. The turnaround time is 2-3 business days.
Textbooks	Dr. Lynette Clark lclark@rockdale.k12.ga.us	
Grade Questions	Dr. Lynette Clark lclark@rockdale.k12.ga.us	
Withdrawal from school enrollment	Amanda Baskett abaskett@rockdale.k12.ga.us	Magnet student withdrawal paperwork must begin at Magnet and conclude at Rockdale High School.
School Records Requests	Cheryl Sikes csikes@rockdale.k12.ga.us	Records Requests must be emailed to the RCHS Registrar or faxed to 770-483-7379.
504 Plan Questions, Requests, or Concerns	Dr. Lynette Clark lclark@rockdale.k12.ga.us	
Accommodations for students with an IEP/504	Dr. Lynette Clark lclark@rockdale.k12.ga.us	
AP Test Registration & Waiver Questions	Dr. Lynette Clark lclark@rockdale.k12.ga.us	
Research and Science Fair Questions	Scott Bolen sbolen@rockdale.k12.ga.us	

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RMSST Counseling Department		
COUNSELING & ADVISEMENT		
Academic Schedule Questions	<p>Jennifer Harris jharris1@rockdale.k12.ga.us (for students with last name K-Z)</p> <p>Myrissa Lindsey mlindsey@rockdale.k12.ga.us (for students with last name A-J)</p>	<p>Please note that changes to schedules will only be made for the following reasons:</p> <ul style="list-style-type: none"> • Incorrect level or duplicate course (passed previously) • Missing a period (example: no 2nd period class or (2) 5th period classes)
<ul style="list-style-type: none"> • 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 	<p>Jennifer Harris jharris1@rockdale.k12.ga.us (for students with last name K-Z)</p> <p>Myrissa Lindsey mlindsey@rockdale.k12.ga.us (for students with last name A-J)</p>	
Transcript Requests	www.parchment.com	
SAT / ACT Waivers	<p>Myrissa Lindsey mlindsey@rockdale.k12.ga.us</p>	