

# Rockdale Magnet

## Front Office “Who to Contact”

### 2025-2026

Topic/Issue	Point of Contact	Comments
<p style="text-align: center;"><b>Technology</b></p>	<p style="text-align: center;">RCHS Intel</p>	<p>Contact the RCHS Intel at 770-483-8754 ext. 28176.</p>
<p style="text-align: center;"><b>When You Are Absent From School.</b></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"> <li>• <b>Email your teachers to see what you missed and need to make up before you return.</b></li> <li>• <b>If you are going to be out more than 1 day, email your counselor.</b></li> <li>• <b>Check Canvas courses or course calendars to see what notes or assignments can be done at home.</b></li> <li>• <b>Ask a friend to copy their notes. Look for supplemental resources to learn the content.</b></li> <li>• <b>Attend teacher office hours for help. Make up any missed assessments within one week of your absence.</b></li> </ul>	<p><b>Please note:</b> It is not necessary to call the Magnet Front Office to report your absence. <b>Excuse notes must be submitted in writing.</b></p> <p>Turn in your excuse note to the Magnet Front Office OR email to <a href="mailto:magnetoffice@rockdaleschools.com">magnetoffice@rockdaleschools.com</a> <b>within 3 days</b> of your return to school.</p>
<p style="text-align: center;"><b>Student Attendance</b></p>	<p style="text-align: center;"><b>Magnet Office</b> <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a></p>	<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> <p><b>Excused absences must align with the RCPS Attendance Protocol please click here for a list of excusable absences: <a href="#">ROCKDALE COUNTY</a>.</b></p>

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<p><b>Student Self-Check Out</b></p>	<p style="text-align: center;"><b>Magnet Office</b>  <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a></p>	<p>Parents/Guardians requesting that a student, who drives to school <b>and</b> has an <b>RCHS parking permit</b>, to “Self-Check Out” must send a copy of their <b>photo ID</b> to <a href="mailto:magnetoffice@rockdale.k12.ga.us">magnetoffice@rockdale.k12.ga.us</a> <b>(BY 8:00 AM the morning of the date in question)</b>, along with <b>a reason</b> for the check out, and the <b>time</b> 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"> <li>• <b>Once authenticated, students must wait in their classroom before being called to check out.</b></li> <li>• <b>Students must physically come to the Magnet Front Office to complete the checkout process <u>each and every time</u> they check out.</b></li> <li>• <b>This applies to both in-person parent/guardian check outs and student self-check outs.</b></li> </ul> <p style="text-align: center;"><b>NO CHECK OUTS after 2:45 pm.</b></p>
<p><b>Magnet Fund</b></p>	<p style="text-align: center;"><a href="mailto:Rockdalemagnetfund2017@gmail.com">Rockdalemagnetfund2017@gmail.com</a></p>	<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>
<p><b>Certificate of School Enrollment</b></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;"><b>Magnet Front Office</b></p>	<p>A copy of the Certificate of Enrollment form can be obtained from the Magnet front office.</p> <p><b>Complete section A only.</b>  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 style="text-align: center;"><b>The form expires 30 days from the date of issue.</b></p>
<p><b>Work Permits</b></p>	<p style="text-align: center;"><b>RCHS Front Office</b>  <b>770-483-8754</b>  <b>by appointment only</b></p>	<p>Students should complete the Work Permit form carefully.  <b>Students MUST have a job prior to requesting form.</b></p>
<p><b>Education Verification</b></p>	<p style="text-align: center;"><a href="http://www.parchment.com">www.parchment.com</a></p>	<p>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>.</p> <p>For currently enrolled students, please email  <a href="mailto:sbradford@rockdale.k12.ga.us">sbradford@rockdale.k12.ga.us</a></p>

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

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<b>RMSST Counseling Department</b> <b>COUNSELING &amp; ADVISEMENT</b>		
<b>Academic Schedule Questions</b>	<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>
<ul style="list-style-type: none"> <li>Graduation – concerns/questions</li> <li>All counseling escalated situations</li> <li>Crisis Management</li> <li>Red Ribbon Week</li> <li>Cyberbullying Month</li> <li>College Awareness</li> <li>GA Apply to College Day</li> <li>UGA Certificate of Merit</li> <li>College Signing Day</li> <li>College Application assistance</li> <li>Scholarship Application assistance</li> <li>Dual Enrollment</li> </ul>	<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>Transcript Requests</b>	<b>www.parchment.com</b>	
<b>SAT / ACT Waivers</b>	<b>Myrissa Lindsey</b> <a href="mailto:mlindsey@rockdale.k12.ga.us">mlindsey@rockdale.k12.ga.us</a>	