Rockdale Magnet School – 9-12 grade
"Who to Contact"
2026-2027 SY

Topic/Issue	Point of Contact	Comments
Technology Questions	**Magnet Intel**	**Contact the Magnet Intel at 770-483-8737 ext. 29176**
When You Are Absent From School. Learning happens every single day at Rockdale Magnet. To ensure that you stay caught up on your classes, please follow these steps:	• **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.**	**Please note:** **It is not necessary to call the Magnet Front Office to report your absence.** **Excuse notes must be submitted in writing.** Turn in your excuse note to the Magnet Front Office *OR* email to magnetoffice@rockdaleschools.com **within 3 days** of the student's return to school. **Excused absences must align with the RCPS Attendance Protocol please click below for a list of excusable absences:** **https://www.rockdaleschools.org/fs/resource-manager/view/1542c3fb-6dc7-427a-9850-6227e174c25c**
Student Attendance	**Magnet Office** magnetoffice@rockdale.k12.ga.us	**All excuse notes should be submitted within 3 days of the student's return to school.** Written excuse notes can be submitted to the Magnet Front Office *OR* emailed to magnetoffice@rockdale.k12.ga.us. **Excused absences must align with the RCPS Attendance Protocol please click below for a list of excusable absences:** **https://www.rockdaleschools.org/fs/resource-manager/view/1542c3fb-6dc7-427a-9850-6227e174c25c** **NO CHECKOUTS AFTER 2:45 PM**

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Student Self-Check Out	**Magnet Office** magnetoffice@rockdale.k12.ga.us	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. • **Once authenticated, students must wait in their classroom before being called to check out.** • **Students must physically come to the Magnet Front Office to complete the checkout process each and every time they check out.** • **This applies to both in-person parent/guardian check outs and student self-check outs.** **NO CHECK OUTS after 2:45 pm.**
Magnet Fund Questions	**Rockdalemagnetfund2017@gmail.com**	For fee payment options and additional Fund information, please visit: www.rockdalemagnetfund.com For questions regarding payments that have been submitted, please email: rockdalemagnetfund2017@gmail.com
Certificate of School Enrollment (required by the Department of Driver's Services to obtain a student's learner's permit and driver's license)	**Magnet Front Office**	A copy of the Certificate of Enrollment form can be obtained from the Magnet front office. **Complete section A only**. Return the completed form to the Magnet Front Office. **Turnaround time for form to be notarized is 24 hours.** The **cost is $2.** Please provide exact cash as change is not available. **The form expires 30 days from the date of issue.**
Work Permits	**RCHS Front Office** **770-483-8754** **by appointment only**	Students should complete the Work Permit form carefully. **Students MUST have a job prior to requesting form**.

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Education Verification	**www.parchment.com**	For students who are graduates or who are no longer enrolled in Rockdale County Public Schools, please use www.parchment.com. For currently enrolled students, please email sbradford@rockdale.k12.ga.us
Social Security Administration	**Mrs. Stephanie Bradford** sbradford@rockdale.k12.ga.us	Documents to be completed should be brought to Mrs. Bradford in the Magnet front office. *Please fill out your required sections prior to submitting to Mrs. Bradford.* **The turnaround time for completion of documents 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	**Dr. Lynette Clark** lclark@rockdale.k12.ga.us	Magnet student withdrawal paperwork must begin at Magnet and conclude at Rockdale High School.
School Records Requests	**Ms. 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	**Mr. Scott Bolen** sbolen@rockdale.k12.ga.us	

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RMSST Counseling Department COUNSELING & ADVISEMENT		
Academic Schedule Questions	**Ms. Jennifer Harris** jharris1@rockdale.k12.ga.us (for students with last name K-Z) **Ms. Brianna Lockhart** blockhart26@rockdale.k12.ga.us (for students with last name A-J)	**Please note that changes to schedules will only be made for the following reasons:** • Incorrect level or duplicate course (passed previously) • Missing a period (example: no 2nd period class or (2) 5th period classes
• **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**	**Ms. Jennifer Harris** jharris1@rockdale.k12.ga.us (for students with last name K-Z) **Ms. Brianna Lockhart** blockhart26@rockdale.k12.ga.us (for students with last name A-J)	
Transcript Requests	**www.parchment.com**	
SAT / ACT Waivers	**Ms. Brianna Lockhart** blockhart26@rockdale.k12.ga.us	