

*Records request,  
Enrollment, and the  
Withdrawal processes  
for 2021-2022*

**SALEM HIGH SCHOOL**

*Dr. Brandi Johnson, Principal*

#HigherStandard



Narrated by: Joy Alford, Registrar



# *Records Requests*

- All current students can access copies of their transcripts, grade reports, schedules, etc. using the Infinite Campus student and parent portals.
  - Please be aware that students must be 18 years of age or older to complete a records request.
- For all other concerns, such as verification of enrollment please use the link listed below to complete the records request.
  - <https://form.jotform.com/201974288013153>

3551 Underwood Road  
Conyers, Georgia 30013  
Telephone: (770) 929-0176  
Fax (770) 483-6164 (Records)  
[jalford@rockdale.k12.ga.us](mailto:jalford@rockdale.k12.ga.us) (Registrar's Email)  
Dr. Brandi Johnson, Principal

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## Records Request

This form should be completed by the student's parent/guardian unless the student is 18 or over. Self-enrolled students are also able to complete this form.


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We are working virtually, requests may take up to ten business days to process.

\*\*Please do not use this form for a transcript request. Instead use this link: <https://form.jotform.com/201073902221036> Current Salem students should use the link provided in Infinite Campus to print their transcripts.

\*\*\*Please do not use this form for a withdrawal request. Instead use this link: <https://tinyurl.com/yaqc77ke>

Student's Name \*    
First Name Last Name

Student's Date of Birth \*  
   
Date



# *The Enrollment Process*

- All Rockdale County students enroll at a Central location.
- At this time, all enrollments are being completed online.
- Documents that must be submitted can be found on the next few slides.



STUDENT  
ENROLLMENT





# Rockdale County Public Schools

## Student Registration

### Required Documents

1. **Current proof of residency (REGISTRATION PROCESS CANNOT BEGIN WITHOUT THIS)**
  - a. Current signed lease agreement **OR**
  - b. Current mortgage statement or property tax receipt **OR**
  - c. Statement of Legal Residence Form {Affidavit} (copies available at Student Registration Office) \*requires owner/landlord's signature and notary**PLUS** one of the following:
  - a. Automobile registration with the same address **OR**
  - b. Current gas, electricity, or water bill with the same address
2. **Certified Birth Certificate** showing the registering parent(s) name(s)  
OR Court-ordered proof of custody/guardianship if you are not the birth parent. If you need information about obtaining legal guardianship, please contact the Rockdale County Probate Court at (770) 278-7700.
3. **Social Security Card** (or waiver)



**4. Form 3231 (Certificate of Immunization – Georgia Dept. of Human Resources)** (obtain at doctor's office or Rockdale County Health Department)

**5. Form 3300 (Certificate of Ear, Eye, and Dental Examination)** (obtain at doctor's office or Rockdale County Health Department)



**Rockdale County Public Schools  
Student Registration  
Required Documents**





# Rockdale County Public Schools

## Student Registration

### Required Documents **continued**

6. Photo ID of parent

7. **Certified copy of your child's transcript** (grades 9-12) Georgia Statute O.C.G.A. 20-2- 670.

8. **Certified copy of your child's discipline record** (grades 6-12). We will also need a copy of the withdrawal form. Georgia Statute O.C.G.A. 20-2-670

#### **Additional information:**

- If your child has a disability which requires special education, please bring a copy of your child's IEP.
- If you are coming to Rockdale from another school system, please bring a copy of your child's records from the previous school, including report card (grades K-8) or transcript (grades 9-12) and discipline records.
- All documents containing the child's name must match the name on the birth certificate.



# *The Enrollment Process continued*



- OLR—Online Registration
- For assistance please reach out to Central Registration at [register@rockdale.k12.ga.us](mailto:register@rockdale.k12.ga.us)
- The webpage below can answer most questions regarding the enrollment process.

[https://www.rockdaleschools.org/departments/strategy\\_and\\_innovation/student\\_registration](https://www.rockdaleschools.org/departments/strategy_and_innovation/student_registration)



# *The Withdrawal Process*



- Please note that all withdrawals must be completed by **the enrolling parent/guardian.**
- If you've recently had an address change, but will remain in Rockdale County, please send an email to [addresschange@rockdale.k12.ga.us](mailto:addresschange@rockdale.k12.ga.us) with the following information:
  - 1. Old and new addresses listed,
  - 2. A copy of the new lease/mortgage agreement (must be signed)
  - 3. Proof of residency—utility bill, cable bill, etc.
  - 4. Student's name & parent/guardian's name





# ***The Withdrawal Process continued***

- Please use the link listed below to complete a withdrawal request **for a student leaving Rockdale County Schools:** [\*\*https://tinyurl.com/mks6w5xs\*\*](https://tinyurl.com/mks6w5xs)
  - It is a 2-part process that includes completing the form and returning materials
    - An opportunity is embedded within the form to select an available appointment to come to the school to return the laptop, bag, charger and any library materials and/or textbooks and pick up the withdrawal paperwork.
- You can pay for any outstanding fines/fees by accessing the link: <https://shs.rockdaleschools.org/cms/One.aspx?portalId=139415&pageId=43089596>



# Questions



- Please feel free to reach out to one of our staff members for further assistance.
- Joy Alford, Registrar [jalford@rockdale.k12.ga.us](mailto:jalford@rockdale.k12.ga.us)
- Millicent Perry, Records Secretary [mperry@rockdale.k12.ga.us](mailto:mperry@rockdale.k12.ga.us)
  
- 770-929-0176, Office number
- 770-483-6164, Fax # for records
- **NOTE: \*\*\*If applicable, please request Special education records at 770-483-2727 or 770-860-4266\*\*\***

