



Samuel T. King, Ed.D. **Board of Education**  
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June 27, 2011

Dear Home School Parent:

At receipt of this letter, please begin using the attached forms for the 2011-2012 school year when sending in any Declaration of Intent or Attendance Reports. Forms are available on the Rockdale County Public School webpage & through email. I am looking forward to working with you for another school year. As we begin the new 2011-2012 school year I would like to touch on a few key points that will make yours & mine processing of reports work smoother.

- A new Declaration of Intent must be filed for *each school year* (enclosed)
- Please provide your phone & email for easier communication**
- Use provided Attendance Sheet enclosed (make copies as needed)
- Attendance Report can be done via **email** if I have your email address
- Attendance Sheets are due the first week of every new month.** **Attendance reporting is critical!**  
**Non-Compliance Reports will be filed for incomplete attendance reports after the 2<sup>nd</sup> late month.** Please read attached info sheet carefully. *An email reminder will be sent on the last workday of each month.*
- Certificate of Attendance** forms available from this office for Driver's Licensing ~ **Call for appointment time**  
**Certificates will NOT be issued the same day, to allow for Attendance Verification & Notarization**
- Please always call first** as I may be out of the office working on other projects. This will ensure you don't make an unnecessary trip. **Office hours are 8:30 to 3:00 ~ Call First**
- All forms are available through email if you prefer (email me if this is your choice)
- Pass this information onto other Home School Parents who may not be aware of changes
- A **very useful website** to access curriculum choices & home school information is [www.ghea.org](http://www.ghea.org) Helpful testing info sites can be found at [www.hslda.org](http://www.hslda.org) & [www.hewitthomeschooling.com/test/tmain.asp](http://www.hewitthomeschooling.com/test/tmain.asp)

**Parents who can help with questions:** Dave & Magda Crandall-home 770-860-8241 or cell 678-413-4646; Alicia Walker-home 770-788-2279 or cell 404-641-4541; Delynn Montgomery cell-678-232-2319

**Looking forward to another wonderful year working with you!** If you have any questions please feel free to call me. Thank you for your assistance in the processing of the forms listed above.

Sincerely,  
*Mrs. Kay C. Bassett*

**Please send all correspondence to:**

Mrs. Kay C. Bassett  
CTAE Administrative Assistant/[kbassett@rockdale.k12.ga.us](mailto:kbassett@rockdale.k12.ga.us)  
Home School Coordinator  
Rockdale Career Academy  
1064 Culpepper Drive, Rm. 1232  
Conyers, Ga. 30094  
Ref: HOME SCHOOL

770-388-5677 ext 31311 ~ 770-388-5722 fax

954 North Main Street . Conyers, Georgia 30012 . Phone: 770-483-4713 . Fax: 770.860.4266 . [rockdale.k12.ga.us](http://rockdale.k12.ga.us)