

December, 2021



# Registrar's Report

## Office of the Registrar

Westside High School – Macon, GA

*Ms. Linda Andrews-Rhodes*

(478) 779-3800 - [Linda.Rhodes@bcsdk12.net](mailto:Linda.Rhodes@bcsdk12.net)

Office Hours: 8 am–12 pm

For withdrawals & enrollments > Please call for an appointment.

**MERRY CHRISTMAS AND HAPPY 2022!**

## Important Information

→ Final Report Card for semester 1 will be accessible through portal on January 7, 2022. Credits posted to final transcript for semester 1 on January 14, 2022.

Grade posting window for semester 1 opens on December 15, 2021 and will close on January 6, 2022.

→ Any paperwork (enrollment verification, social security papers) that need to be completed by registrar must be received before 12 noon and will be processed and ready for pick up the next day before 12 noon.

→ Address changes (lease/mortgage and current utility bill must be submitted through app) and parent portal access information is accessible on Westside HS website for parents to activate their portal account.

→ All student withdrawals are to be processed with parent/guardian who enrolled student by appointment with registrar. Device must be returned to Media Center before withdrawal can be processed

## Request for Release of Records

Date of Request: October 14, 2020\_\_\_\_\_

Previous School: \_Wisconsin Renaissance\_\_\_\_\_

You are hereby requested to release the school records on the following student(s):

**Registration (Online Only) for 2021-2022 is open on Bibb County website. Any documents not uploaded to application will need to be provided to registrar prior to enrollment by Appointment Only! Please call 478-779-3800 to make an appointment.**

h 11/19/2005  
\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Registrar/Counselor

\*\*\*Note: Parental permission is no longer required when records are requested by authorized personnel.  
(Family Education Rights and Privacy Act, Final Rule on Education Records, Federal Registrar, June 17, 1076,  
Vol. 42, No. 118, Page 24673).

<input type="checkbox"/> Cumulative Permanent Record	<input checked="" type="checkbox"/> Discipline Record
<input checked="" type="checkbox"/> Birth Certificate	<input type="checkbox"/> Test Scores
<input checked="" type="checkbox"/> Immunization/Health Information	<input checked="" type="checkbox"/> Attendance Record
<input checked="" type="checkbox"/> Transcript	<input checked="" type="checkbox"/> IEP/Special Education Records
<input type="checkbox"/> Withdrawal Form with grades earned this grading period	<input checked="" type="checkbox"/> Social Security Card

\*\*\*If confidential records need to be requeste3d, please include name and fax number to person responsible for sending those records.

**Return To: Westside High School  
2851 Heath Road  
Macon, GA 31206**