

North Forsyth High School Office Locations and Services

Main Office Hours 7:30 am – 4:30 pm 770-781-6637 Location - Front Atrium Visitor Check-in Parent Portal Assistance Lost and Found Ms. Christine Jackson, Receptionist Ext 160101 Student Check-in and Check-out Student Attendance (Excuse Notes) Tardy/Truancy Reporting Ms. Pam Holtzclaw, Attendance Secretary Ext 160100	Front Administrative Office Hours 8:00 am – 4:00 pm Location – Main Office Principal's Secretary Substitute Teacher Coordination Change of Address Proof of Residency Ms. Karen Carr, Principal's Secretary Ext 160113 Accounting Athletic Bookkeeping Budget Student Fees Ms. Cindy Mills, Bookkeeper Ext 160113
Counseling Office Hours 7:30 am – 4:00 pm Location – 200 hallway just off Learning Commons Counselor Liaison and Appointments Social Security and Military Forms Work Permits Transcript Requests Graduate Files Ms. Ranita Christopher, Secretary Ext 160230 Records Requests Report Cards Summer School Registration Student Enrollments Student Withdrawals Ms. Kim Grogan, Data Registrar Ext 160233	Student Support and Activities Hours 8 am – 4:00 pm Location – 402 (400 hallway at transition to 800 building) DDS -Driver's Permit/License Forms Certificate of Attendance, & ADAP Student Parking Passes Sports Physicals Athletic Information and Questions Transporation/Bus Information and Changes Student Lockers Ms. Sandra Sutton, Secretary Ext 160401



Accounting Information	Cindy Mills – Cmills@forsyth.k12.ga.us Ext 160112
Attendance Information or Questions	Pam Holtzclaw – nfhsattendance@forsyth.k12.ga.us Ext 160100
Bus Information	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Change of Address	Karen Carr – kcarr@forsyth.k12.ga.us ext 160113
College Visit Requests and Scheduling	Cassue Chumbler – cchumbler@forsyth.k12.ga.us ext 160234
Counseling Appointments	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230
Drivers Education Forms (DDS, ADAP, Certificate of Attendance	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Graduate Files	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Enrollment Requests	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Locker Information	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Lost and Found	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Military Forms	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230
Out of District Information	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Parent Portal Assistance	Christine Jackson – cmjackson@forsyth.k12.ga.us ext 160101Christine Jackson
Parking Passes	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Physicals	Sandra Sutton – ssutton@forsyth.k12.ga.us ext 160401
Proof Of Residency	Karen Carr – kcarr@forsyth.k12.ga.us ext 160113
Records Request	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Report Cards	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Social Security Forms	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230
Student Fees	Cindy Mills – Cmills@forsyth.k12.ga.us Ext 160112
Substitute teacher Coordination	Karen Carr – kcarr@forsyth.k12.ga.us ext 160113
Summer School Registration	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230
Tardy Report	Pam Holtzclaw – nfhsattendance@forsyth.k12.ga.us Ext 160100
Transcripts	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230
Visitor Check In and Information	Christine Jackson – cmjackson@forsyth.k12.ga.us ext 160101
Withdrawal Request	Kim Grogan kigrogan@forsyth.k12.ga.us ext 160233
Work Permits	Ranita Christopher rchristopher@forsyth.k12.ga.us ext 160230