

Atlantic Technical College

www.atlantictechnicalcollege.edu

Atlantic Technical College and Technical High School

4700 Coconut Creek Pkwy | Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue | Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880

TRANSCRIPT REQUEST/CONSENT FOR RECORDS RELEASE

PLEASE NOTE: Upon request, Atlantic Technical College and Technical High School provides each postsecondary student a copy of his/her transcript at no charge. All transcript requests must be made in writing. Secondary transcripts must be requested from the student's home high school.

PLEASE READ BEFORE COMPLETING.

FOR TRANSCRIPT REQUESTS PRIOR TO 2004, CONTACT RECORDS
RETENTION AT: browardschools.com/transcripts OR CALL
754-321-3150.

INCOMPLETE FORMS WILL NOT BE PROCESSED

Online instructions:

1. Download and save this form to your desktop.
2. Open the form, complete, include your digital signature (see digital signature guide attached), and save it to your desktop.
3. E-mail the saved form and your valid photo I.D. to nancy.canellis@browardschools.com.

Name: _____
Last (while attending ATC) First Middle

Married/Other Name: _____
Last First Middle

Last 4 digits of SSN: _____ FL Student ID# (optional): _____

Phone Number: _____ Date of Birth: _____

Program: _____ Last Month/Yr. Attended: _____

Instructor: _____ Program Completed: Yes No

Number of Transcripts _____ Official Attendance Verification Letter
 Uofficial Health Record Other: _____

To be picked up Yes No

Mail Records to: _____
(Name of organization or person requesting records)

Address City State Zip Code

I certify, under penalty of perjury, pursuant to Florida Statute Section 92.525, that I am the former student requesting my records. I hereby
Authorize the release of records or information as instructed above.

Signature of Student _____

Date _____

revised 10/27/20 - AG/rb/daa

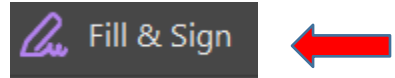


The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

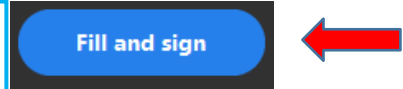
STEPS FOR SIGNING WITH A DIGITAL SIGNATURE

1 Open the document you are sent

2 It will open a panel on the right side, Click "Fill & Sign"



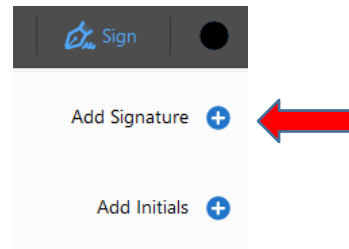
3 Next screen it will ask "What do you want to do?" Click the "Fill and Sign" Button on middle left.



4 After clicking, it will bring you back to the document, with options to "sign" on the top bar. Click the "Sign" Button



5 It will bring up a menu, that says: Add Signature with a plus sign. Click the plus sign.



6 This brings a screen to type your name. you type your name it will show up in cursive. Apply



7 After clicking "Apply". You will notice you are dragging your signature. Scroll down and move on the Employee Signature line and left click to place.



8 Now save the file and if it asks to replace it click yes. Next send the file back through email.