

# ONLINE RECORDS REQUEST

Atlantic Technical College has partnered with Parchment, a leader in eTranscript exchange to send transcripts and documents electronically, securely and confidentially.

## Features

- 24 hours/ 7 days a week online access
- 2-3 days processing time
- Secure and confidential document transfer
- Track the status of your request
- View saved copies of requested records

## Pricing

Type of Request	Cost
Current Student	\$5.00 per document type (1 <sup>st</sup> is free)
Alumni	\$5.00 per document type
Third Party Enrollment Verification	\$20.00 per document type
International Paper Delivery	\$5.25 per document type

## Archived Records

Records from 2004 or prior must be requested from Records Retention at 754.321.3150 or visit [www.browardschools.com/transcripts](http://www.browardschools.com/transcripts).

## GED Transcripts

Request GED transcripts at [www.ged.com](http://www.ged.com). Be sure to designate the school/institution you wish the document(s) to be sent.

## Contact Us

ATC Records Request Department  
754.321.5214

ATLANTIC TECHNICAL  
COLLEGE



## Request Records

ORDER  
Records 

For learners, parents & third parties

[parchment.com/u/registration/8386/account](http://parchment.com/u/registration/8386/account)

(Click)

## Resources

How to Place Your  
Order Video (click)

How to Track Your  
Order Video (click)

What is Parchment?  
Overview Flyer  
(See Next Page)

## Available Records

Transcripts  
Technical Certificates  
Industry Credentials  
Health Documents  
Immunization Records  
Basic Skills Test Results  
Practical Nursing Permanent Record Card  
Third Party Verifications

# Parchment

The simple online way to **Request, Send, and Store Transcripts.**

Including powerful tools to research colleges and find the right fit for you.

## Request & Send Transcripts

### Step 1: Log in or Register



1. Sign in at [www.parchment.com](http://www.parchment.com)
2. Click **Sign Up** to log in or register your account

### Step 2: Add your school to your Profile



1. Click Get Started
2. Add your School

### Step 3: Add Destinations



1. Select Destinations such as colleges, NCAA, Common Application, or yourself
2. Review Destinations

### Step 4: Provide Consent



1. Complete the waiver form.
2. Complete the Transcript Authorization form by eSigning

### Step 5: Payment



1. Provide debit/credit card payment if there are any fees

### Step 6: Track Order



1. The status of your request will be emailed and updated in your Parchment.com Account

More than 3 Million students use  
Parchment to send Transcripts