

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-to-3-day 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	\$10.00 per document type (1st is free)
Alumni	\$10.00 per document type
Third Party Enrollment Verification	\$25.00 per document type
Additional Fees Surcharge for Domestic Delivery	\$2.75 USPS Domestic \$30.00 FedEx Domestic
Additional Fees Surcharge for International Delivery	\$5.50 USPS International \$58.00 FedEx International

Archived Records

Records from 2004 or prior must be requested from Records Retention. Call 754-321-3150 or visit browardschools.com/transcripts.

High School Records (including Transcripts)

To obtain your high school records and transcripts, please contact the high school you graduated from.

Atlantic Technical High School students and graduates must request their records and transcripts directly from the School (call 754-321-5300 for more information). Do not send your request via Parchment.

ATLANTIC TECHNICAL
COLLEGE



Atlantic Technical College
Office of Student Affairs
754-321-5200

Request Records



(Click)

Resources

How to Place Your
Order Video (click)

How to Contact Support &
Track Your Order Video (click)

What is Parchment?
Overview Flyer

(See Next Page)

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
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