HOW TO SUBMIT

TRANSCRIPTS

WHAT IS AN OFFICIAL TRANSCRIPT?

An official transcript is issued directly by a school, college, or authorized transcript service. It may be sent electronically, mailed directly to the receiving institution, or provided to the student in a sealed envelope for delivery. If hand-delivered, the sealed envelope must not be opened by the student and must be presented to school or transcript personnel. Once the sealed envelope has been opened by the student, the transcript is no longer considered official.

1. OFFICIAL TRANSCRIPT DELIVERY OPTION 1 - ELECTRONIC SUBMISSION

Request your previous school to send an official transcript via one of the approved submission methods listed below.

PARCHMENT.COM
OR
EMAIL TO atc_admissions@browardschools.com

Please allow 2–3 business days for processing.

2. OFFICIAL TRANSCRIPT DELIVERY OPTION 2 - MAIL OR DROP-OFF SUBMISSION

Transcript Submission Address

ARTHUR ASHE, JR. CAMPUS
Attn: ATC Counselor **Full Name of the Counselor**
1701 NW 23rd Ave
Fort Lauderdale, FL 33311

ATLANTIC TECHNICAL COLLEGE - MAIN CAMPUS
Attn: ATC Counselor **Full Name of the Counselor**
4700 Coconut Creek Parkway
Coconut Creek, FL 33063

Note: Please request to add ATC counselor name in the "Attn:" line.

3. IMPORTANT RESOURCES:

GED® Transcripts: GED® Graduates must log in to their GED® account at GED.com and request that their transcript be sent electronically to Atlantic Technical College or atc_admissions@browardschools.com

Archived Records: Records from 2004 or prior must be requested from Broward Schools Records Retention by visiting **browardschools.com/transcripts**.

High School Transcripts: High school transcripts must be requested via the student's home high school.

Foreign Education Transcripts : Students with foreign education transcripts or degrees must first obtain an evaluation from an approved Foreign Education Credential Evaluation Agency. The official evaluation must then be submitted using one of the transcript submission options above.

For more information on the approved agencies, visit:
AtlanticTechnicalCollege.edu/foreign-transcripts/

Established 1915 BROWARD County Public Schools

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