

TRANSCRIPT AND STUDENT RECORDS REQUEST



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





For learners, parents & third parties
parchment.com/u/registration/8386/

[How to Place Your Order Video](#)
vimeo.com/772549988

[Tracking your Order and Contacting Parchment Support Video](#)
vimeo.com/729382054

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 verification, per student.
Additional Fees Surcharges	Cost
Domestic Delivery	\$2.75 USPS or \$30.00 FedEx
International Delivery	\$5.50 USPS or \$58.00 FedEx

High School Transcripts and Records

Do not send your request via Parchment. Atlantic Technical High School students and alumni, call 754-321-5300. All other high school students, contact the high school where you graduated from.

Archived Records (Graduated Before 2004)

If you graduated before the year 2004, contact BCPS Records Retention. Call 754-321-3150 or visit browardschools.com/transcripts.

GED® / State of Florida High School Diploma Transcripts

Request your transcripts directly from the GED® Testing service. Visit ged.com/life_after_ged/.

For more information, contact the Office of Student Affairs: 754-321-5200.

Parchment.com

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 High School

Step 3: Provide Consent



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

Step 4: Add Destinations



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

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