



ATLANTIC TECHNICAL CENTER AND TECHNICAL HIGH SCHOOL

4700 Coconut Creek Parkway, Coconut Creek, FL 33063
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SHARE TIME HIGH SCHOOL ADMISSION PROCEDURES

1. Go to our website posted above and click on "*Getting Started*". Students must first attend an orientation *in person*. After the orientation, students register to take the TABE test* on one of the scheduled days. *The testing fee is waived for all high school students.
2. Click on "*How to Apply*" and scroll down to *Share Time High School*. Students should print the Admission Procedures, FAQ'S and the Share Time Application. Once the application is completed (with appropriate signatures) students turn it in to their high school counselor.
3. The high school counselor completes the bottom section in its entirety and reviews the application before it is sent to ATC to insure the program choice and times are appropriate for both the student and the high school schedule. All signatures and phone numbers must be in place.
4. High school counselor sends the completed application, with the **required** attached documents, to ATC/Office of Admissions/Karen Russo. *If the sending school is a Broward County public school, the high school transcript does not have to be official and a one page A13 panel can be supplemented.
5. All applications are reviewed for accuracy, evaluated and then given to the appropriate ATC program counselor to make the final decision. If accepted, an acceptance card is mailed directly to the student. If not accepted, the student will receive a letter indicating the reason (s) why acceptance was denied.
6. Acceptance letters are mailed home notifying students of ATC's registration process and procedures at least four weeks prior to the start of the new term (August and January). Completing the registration process and receiving an ATC schedule finalizes the student's admission process.

Prospective students are **encouraged** to contact the appropriate ATC program counselor for additional requirements and information.