

Process for graduation item pick-up and school property return on June 3rd and graduation gown return and receiving diploma, certificate and portfolio on June 10th.

Please follow the timeframe according to technical program as indicated below:

Time	Program
8:30 AM – 10:30 AM	Health CST, Dental Assisting, EKG, Medical Assisting, Mental Health, Ortho, PCT, Pharmacy, & PN
10:30 AM – 12:30 PM	Information Technology Database, Network, Web
12:30 PM – 1:30 PM	Business & Professional Culinary Arts Accounting, Admin Specialist, Medical Admin, & Legal Admin
1:30 PM – 2:30 PM	Architecture, Construction & Automotive Auto Service, Drafting, Electricity, Machining, Welding

- June 3rd 8:30 Graduation item pickup includes cap & gown if ordered, diploma and tech program certificate covers, cords, sashes, and medallions you have earned, Yearbook if ordered, freshman letters, senior coffee mug, and certificates from Senior Awards. This is also when you will return laptops, computers, textbooks, media center books, calculators, tools you may have borrowed from tech, and any other school property you still have. You should also try to pay any obligations you may have (or even better-return those items). This can be done via the Estore. Check Virtual Counselor and if you think the amount is wrong email katie.mclinskey@browardschools.com for an update. **Important to note, you need to keep the bag your gown comes in for when you return it. We will be keeping them at ATC in case we are able to have an in-person graduation in July/August and we want to make sure you get the same one back.**
- June 10th graduation gown return (**reminder, you need to return the gown in the original bag**). This is when you will receive your diploma and technical program completion certificate. You will also get the ATC employment portfolio for those going to work either full-time or part-time. At this point you **must** have paid any obligations and you must return any school property you may have forgotten to bring back on May 3rd. If you still have anything outstanding, we cannot give you your diploma, certificate, or portfolio.

The process for both of these distributions are as follows:

- You must enter via Banks Road only
- Upon entering the campus, you will turn right at the first entrance to the high school parking area (the spaces near the portables)
- Follow this all the way to the end, turn left to the end, then turn left towards the high school building

- Enter the bus loop/student drop-off in front of the high school building – you will not be getting out of your vehicle. It will help if you make a sign with your name on it and place it in the passenger's side dashboard so it can be seen through the windshield
- Someone will collect items from you and give you the items that belong to you
- You must leave campus immediately after collecting your items

Important to note – either you will need to come yourself, or a parent/guardian can come in your place. Your parent/guardian must have an ID as well as your school ID.