

*EASY Scheduling Form*

*(This form is optional, please feel free to just call us and leave a message 😊.)*

- Fill out this information sheet.*
- Mail it to ATE Educational Services.*
- We will call you with your appointment.*
- We will make every effort possible to schedule your testing at a convenient time.*
- We will give you a reminder call prior to your appointment to make sure you are clear on directions.*

1. Please select your testing location:

- Wendell, NC (Raleigh Area)*
- Charlotte, NC (Harrisburg)*
- Wilmington, NC*

Note: The Wendell/Raleigh and Charlotte locations get booked up the fastest. The sooner you contact us the more likely you will get your desired day and time.

2. Please choose all that apply:

- I prefer a morning appointment.*
- I prefer an evening appointment.*
- I can come at any time.*
- I prefer a Saturday appointment.*
- I can come any day, including Saturdays.*

3. List any numbers that are ok for us to call you regarding testing. By listing these numbers you are giving us permission to leave a message.

- ✓ Home:   (    ) \_\_\_\_\_
- ✓ Business:   (    ) \_\_\_\_\_
- ✓ Work:   (    ) \_\_\_\_\_
- ✓ Other:   (    ) \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

*Is this your first time testing with ATE? Yes No*

*Did you receive a postcard in the mail from ATE? Yes No*

*Student Information*

<i>Name of Student</i>	<i>Grade</i>	<i>Basic \$85.00</i>	<i>Broad \$145.00</i>
	<i>Grade:</i>	<input type="checkbox"/> <i>Basic</i>	<input type="checkbox"/> <i>Broad</i>
	<i>Grade:</i>	<input type="checkbox"/> <i>Basic</i>	<input type="checkbox"/> <i>Broad</i>

	<i>Grade:</i>	<input type="checkbox"/> <i>Basic</i>	<input type="checkbox"/> <i>Broad</i>
	<i>Grade:</i>	<input type="checkbox"/> <i>Basic</i>	<input type="checkbox"/> <i>Broad</i>

If it is already past the expiration date, you can still use this form and mail in your check or money order. It is also okay for you to just call us to schedule your appointment. In past years we have allowed families to pay at the time of appointment. We will no longer be able to do this as some families have chosen not to show for appointments without calling. I home school my children and every minute of the day counts! We certainly understand that emergencies do come up and we do not mind you not showing up as long as a courtesy call is made prior to the appointment. If you have paid for your appointment you are more likely to remember your appointment. ☺

If you are testing at the Charlotte location please make checks payable to Beverly Hardister and mail to:

**Beverly Hardister**  
**ATC Educational Services**  
**7740 Orchard Park Circle**  
**Harrisburg, NC 28075**

If you are testing with Angie or Becky make checks or money orders payable to Angie Cutlip and mail to:

**Angie Cutlip**  
**ATC Educational Services**  
**3700 Valley Pine Court**  
**Wendell, NC 27591**

If you prefer you may call and schedule your appointment on the phone. Please call Angie at **(919) 266-2228**. Those families closer to our Charlotte testing location should call Beverly at **(704) 454-3140**.

Thank you for choosing ATC Educational Services!  
 For His Service,  
 Angie Cutlip