

Hello 2019-20 AP Students and Parents,

Students enrolled in an AP class this year will have the opportunity to take an AP Exam in May to qualify for college credit. As AP students and parents, there are several things you need to know, and a couple of things you must do to be prepared for exam registration. Don't worry – this should take less than 10 minutes! I do encourage you to keep a copy of this e-mail for future reference. First, you need to have a College Board Account! For many of you, you already have this. Your same College Board account log-in is used for PSAT, SAT and AP, so if you have ever created an account for one of these, you have it done! Please do not create a 2 nd account. If you do, it could prevent all your SAT scores or AP scores from going to the correct college. You can create an account or verify that you have an account at [www.collegeboard.org](http://www.collegeboard.org). Here are some helpful hints for setting up your account or verifying the information if you already have an account:

- Make sure it is the student's name that is on the account! I know this sounds obvious, but I know quite a few parents created accounts in the past to view PSAT scores. You don't want mom or dad's name on your AP or SAT scores when you apply to college (that happened several times last year).
- The students must have their own e-mail address associated with their account. This cannot be their school gmail address and should be changed in the account settings to use their personal email. If you forget your log-in or password, College Board will send you an e-mail to reset it. This shouldn't be the parent's e-mail address either. If you already have an account, please check this and change it if necessary.
- If you have problems with your account, please contact College Board. High Schools aren't linked to them at all, so we can't help with issues, College Board won't talk to the counselor on your behalf. <https://pages.collegeboard.org/account-help> or call College Board Student Help 866-756-7346
- Please save your College Board log-in information where you will remember. Many students save the information in their phone. You will use this multiple times in high school, so you will want to remember it.

AP Exam Fees – Each exam is \$94 (plus \$4 Total Registration administration fee). The College Board's feepolicy can be found here: <https://apstudents.collegeboard.org/exam-policies> guidelines/exam-fees. We will be using Total Registration again this year for your test(s) payment, details will be coming soon about this process.

Ordering, Late and Cancellation Fees – The CollegeBoard has changed the ordering time-line for AP exams beginning this school year. AP Exams for year-long courses will be ordered by November 1, 2019. AP Exams for classes that start in 2nd semester will be ordered by March 1, 2020. If anyone decides to order an exam after those dates, there is a \$40 fee in addition to the regular exam cost. Should a student not take the exam for any reason after the Nov. 1 or March 1 dates, parents/students are responsible for the \$40 unused/cancellation fee.

Please let me know if you have any questions regarding AP.

Thank you,  
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