



September, 2020

Dear AP Parents/Guardians:

Your child will have the opportunity to take one or more Advanced Placement (AP) examinations during the 2020-2021 school year. AP exams are the cumulative assessments for AP courses given at the end of the year. Students earn scores ranging from 1-5 with many colleges granting credit or advanced standing for scores of 3 and above. There are two processes that need to be completed.

1. In the first few weeks of school, your student will need a College Board account and to join each class they are taking. <https://apstudent.collegeboard.org> This gives them access to resources the teachers are assigning and the ability to take the exams in the spring. Teachers will be providing course specific join codes and a set of instructions for this. ***Students need to decide if they will take their course exam. If a student decides not to take the end of the year AP exam they must send an email to Sam Taylor at [taylor@stillwaterschools.org](mailto:taylor@stillwaterschools.org) indicating they will not take the exam. Students must do this for each AP course they are enrolled in by Oct. 23rd.*** This year only, there is no penalty for registering for an exam and deciding later not to test. The canceled and unused exam fees are waived. If they choose not to take an exam, please complete the following form by October 30: <https://forms.gle/nxeeMVBp5SuZqWfbA>

2. Students who plan to take the end of the AP course exam/s will need to pay for their exam/s. The College Board does not process exam payments so Stillwater Area Public Schools will once again be using Total Registration, for all AP exam payments. **You can access the system beginning September 14th at <https://user.totalregistration.net/AP/242450>.**

If you registered your child for an exam last year in Total Registration, you will be receiving an email from Total Registration with the email you previously used to set up the student/s account. (Another option to obtain that email address is to click on, "Need a reminder of the email you registered with in the past" option which is available at the start of the online registration process at the link above.)

- If this is the first year your student will be taking an AP exam, you will need to set up a student account in Total Registration at the link above. Most families use their student's school email address. You will need to set up an account for each student registering for an exam.

It is highly recommended that you and your student complete the online payment process together. Then families will know the process has been completed and students will need to identify their AP course teacher and period for each exam ordered. ***Supplying email addresses and cell phone numbers for students and parents during the payment process, will assist me through Total Registration, in notifying you by email or text with important exam information.*** Please watch for these email updates from Total Registration throughout the testing process.

All examinations are currently scheduled in May by the College Board. Alternative testing options will be communicated if available. There was flexibility last spring and we anticipate flexibility, as needed, this year. A copy of the schedule is included with this letter. Students will pay **\$60** for each exam they choose to take. This is an increase from last year. Online and check options are available during the registration/payment process. *Students who annually qualify for free or reduced lunch are eligible for a fee waiver. These families should sign-in to Total Registration and complete the process. The registration is put into a wait status until qualification is verified (usually completed within 24 hrs). Once verified, an email confirmation will be sent to the student registration email account.*

Sept. 14 - Oct. 16	Payment in <u>Total Registration</u> <a href="https://user.totalregistration.net/AP/242450">https://user.totalregistration.net/AP/242450</a> .
Oct. 17 - Oct. 30	Payment accepted with a <b>\$10 per exam</b> late fee and deadline to submit exam opt-out form.
After Oct. 30	Payment accepted with a <b>\$20 per exam</b> late fee

**EXAM REGISTRATIONS/PAYMENTS AFTER NOV. 13TH ARE SUBJECT TO AN ADDITIONAL \$40 PER EXAM COLLEGE BOARD LATE FEE.**

In July, your student will be able to view their score by logging into their College Board account. **If students want a free score report sent to the college they plan to attend, they need to indicate this in their College Board account by June 20, 2021.**

If you have any questions, please contact AP Coordinator Sam Taylor by email at [taylor@stillwaterschools.org](mailto:taylor@stillwaterschools.org).