

To the Parents/Guardians of AP Students:

Taking the Advanced Placement exams is an important part of all AP courses. Richland High School strongly encourages that all students take AP exams for the AP classes they have taken. Scoring well on an AP exam often earns students college credit for their high school class, saving a significant amount on tuition.

For the 2023 AP exams, students at Richland High School will be registering online. This registration will take a few minutes and can be completed from any computer with internet access.

This year each AP exam costs \$97.00 (except AP Seminar and AP Research which are \$145.00). Richland High School desires every student be able to take their AP exams. Students requiring financial assistance may contact Ms. Wendi Hendricks, AP Coordinator at Wendi.Hendricks@rsd.edu or (509) 967-6546 to learn more.

Online Exam registration will begin on **Monday, September 19, 2022** and will end on **Monday, November 14, 2022** at 11:59 P.M. Registration will stay open following this date but a \$40 late fee will be assessed to **each exam ordered.** In order to register, students should click on the link provided on the school website or visit www.TotalRegistration.net/AP/481000 to pay for the exams they wish to take. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed the pdf of the confirmation page which is provided at the end. We know parents may desire to register their students for exams. We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered using the students name.

Richland High School is excited to offer families the convenience of paying exam fees online at the time of registration. Please be sure to have a credit card or debit card available before beginning registration. Paying online is a great way to make sure payment has been made and to avoid mailing the payment. You can also defer payment and mail in a check or money order to Total Registration at a later date (credit cards will not be accepted after the November 14th deadline). All payments are due by March 8, 2022.

Here are the important dates for the registration process:

- Monday, November 14, 2022 at 11:59 P.M. - Registration Ends
- Tuesday, November 15, 2022 - Last day to cancel an exam and receive a full refund.
- Tuesday, November 15, 2022 to Wednesday, March 8, 2023, registration for exams can still happen but will be assessed a \$40 late fee for each exam.
- Monday, March 13, 2023 - Last day to cancel an exam with a cancellation fee of \$40.00

Please contact Ms. Wendi Hendricks, if you would like to register for an exam not listed or have any questions.

Sincerely,

Wendi A. Hendricks, Counselor & AP Coordinator
Wendi.hendricks@rsd.edu (509) 967-6546