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August 28, 2023

Dear Parent/Guardian --

Advanced Placement (AP) registration for the May 2024 exams takes place in the fall semester. This year, each AP exam costs \$98 except for certain exams, which are **free** – all science, math, and English exams are covered by the state of Indiana. If your student receives free or reduced lunch assistance, all exams are free. Avon High School offers families the convenience of paying AP exam fees online at the time of registration. Please be sure to have a **credit card or debit card available before beginning registration**. Online registration will only take a few minutes to complete and can be done from any computer.

Taking the national AP exams in May is an important part of all AP courses. Scoring well on an AP exam can often result in earning college credit, saving a significant amount on tuition.

Registering for exams is a **TWO-STEP PROCESS**. Students must:

- 1) Use the **join codes** given to them by their AP teacher(s) to enroll for courses/exams on their **CollegeBoard My AP** account (*many students have already completed this step in their AP class*).
- 2) Register and pay for exams on the **Total Registration (TR)** website for Avon High School. (*Total Registration is a third-party company we use to register and pay for AP exams*)

To register for your AP exams on the **Total Registration** website, click [here](#). To complete registration on the TR website, students must answer all required questions. Registration is not complete until you reach the confirmation page. Students **MUST** register for all AP exams on the **Total Registration** website, even if their exams are free. We strongly recommend that parents and students are both present while registering to ensure that all steps are completed, and information is accurate.

Here are the important dates for the registration process:

- **Tues, Sep 5, 2023, at 12:01 AM - Registration Begins on the Total Registration Website**
- **Fri, Nov 3, 2023, at 11:59 PM - Registration Ends on the Total Registration Website**
- **Fri, Nov 10, 2023 – Registration fees that have not been paid on TR Website will be cancelled and exams will not be ordered.**
- **Fri, Nov 10, 2023 - Last day to cancel an exam on TR Website and receive a full refund.**
- **Tues, Nov 14, 2023, at 11:59 PM - Registrations and payments after this date will incur a \$40 late fee per exam (students receiving free/reduced lunch assistance are not exempt from this late fee).**

**PLEASE NOTE: After registering for an exam, if the student cancels the exam or does not take the exam, he/she MUST pay the \$40 fee charged by CollegeBoard, even if the exam was free to the student. This includes if the student drops the AP course any time after the exam is ordered. This fee must be paid on the Total Registration website by May 17, 2024.**

Feel free to contact me if you have any questions.

Sincerely,

Judy R. Garcia, College & Career Counselor, AP Coordinator  
Avon High School

