



## WHITE PLAINS HIGH SCHOOL

550 North Street

White Plains, New York, 10605

Phone: 914-422-2182

Fax: 914-422-2196

[www.whiteplainspublicschools.org](http://www.whiteplainspublicschools.org)

**Mr. Emerly A. Martinez**

*Principal*

**Ms. Raegan Figueroa**

**Ms. Sara Hall**

**Mr. Gaetano Vitiello**

*Assistant Principals*

September 2023

Dear Parents/Guardians:

Welcome to the 2023-24 school year. Currently, your child is enrolled in at least one Advanced Placement course at White Plains High School. During the school year, students will engage in a rigorous curriculum and prepare for the Advanced Placement exam, which will occur in **May 2024**. Students are expected to take the AP exam(s) for the classes in which they are enrolled.

This year, we are excited to announce that we will be moving to an **online payment platform** when collecting exam fees. We will be using **MY SCHOOL BUCKS**, which most families are already familiar with since it is used for student lunch accounts.

The exam fee collection will begin in late September 2023. However, there are some steps that parents/guardians will need to take before the exam fee collection process begins, which will allow proper invoices to be sent to parents/guardians for payment.

**Please follow the outlined steps below by Friday, September 22nd**

**Step 1:** If you do not already have a MYSCHOOLBUCKS account, please create one at [www.myschoolbucks.com](http://www.myschoolbucks.com)

**Step 2:** Log into your parent account

**Step 3:** At the top of the screen, click on “*School Store*”; this will bring you to a list of categories. You will need to click on the category that applies to your student and the AP class(es) they are currently enrolled in.

*Example: If your child is enrolled in AP World History, you will click on “AP Social Studies courses”*

**Step 4:** Click on the course (ex: AP World History) in that category that your child is enrolled in and then choose your child’s name where it says “**student.**”

**Step 5:** Click on “add to cart.” This will show a \$0 charge. **This is correct.** You will then continue to add any other courses that your child is currently enrolled in. Each course will have a \$0 charge at this time. Please add each course to your cart and then click “continue.” **You will NOT need to pay anything at this time.**

**Step 6:** Click on “place order.” An invoice for these exams will be sent to you by email on or around September 25<sup>th</sup>. You will then be able to pay online for all exams that you just submitted using MySchoolBucks.



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This year, we have been able to adjust the cost of each full priced exam to \$80.00.

\*If a student is eligible for free/reduced lunch, the cost will be \$30.00 per exam. If you believe your child is eligible for free/reduced lunch, please complete the Education Benefit application online, which can be found on the District website on the Food Services webpage. This form should be completed as soon as possible as it will need to be processed and approved before a reduced price can be applied to an exam.

# of AP exams	Full price exams	Reduced price exams
1	80.00	30.00
2	160.00	60.00
3	240.00	90.00
4	320.00	120.00
5	400.00	150.00
6	480.00	180.00

Please note that students will also be required to indicate their intent to take the AP exam on the College board website by using the **JOIN CODE** they receive from their teacher during the first two weeks of school. This JOIN CODE must be entered for an exam to be ordered for your child.

Once exams are ordered during the first week of November, there cannot be any refunds. Students who have not registered on the CollegeBoard website with the JOIN CODE will not be permitted to take the exam as an exam will not be ordered for them.

***Please check with your child to be sure they have completed this step in the process.***

### **CollegeBoard Accommodations:**

If your child currently has a 504 plan or an IEP and receives testing accommodations on in class exams and state testing, please know that you will need to apply to the CollegeBoard for approved accommodations for these specific exams. The CollegeBoard must approve all accommodations for



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AP exams. An IEP or 504 plan alone through the district does not entitle your child to receive testing accommodations on the Advanced Placement exams.

Your child should see their school counselor for the paperwork needed so that these accommodations can be submitted for approval to the Collegeboard. The approval process takes approximately 8 weeks. These testing accommodations should be applied for as soon as possible.

The school will be unable to provide accommodations for the exams unless there is CollegeBoard approval. Once the CollegeBoard has reviewed the request for accommodations, a letter will be sent to your home indicating if/which testing accommodations have been approved.

It should be noted that each year there are students who do not receive testing accommodations on these college-level exams because the paperwork was not completed or submitted for approval through the CollegeBoard. **Please ensure that this step is completed if your child wishes to test with accommodations.**

Students will receive more information regarding the AP exams from their teachers during the school year. Should you have any questions, please do not hesitate to contact me at 914-422-2240. Good luck to all our students taking these rigorous college-level courses and exams.

Sincerely,

Raegan Figueroa  
Assistant Principal  
AP Coordinator