



AP Students, Parents and Guardians,

Welcome to Advanced Placement for 2023-2024.

Stillwater Area High School will once again be offering to host AP exams in May. The exams themselves are administered by an external organization, College Board, and are subject to their terms, conditions and processes.

Taking an AP exam is optional and does not affect grades or academic standing at SAHS. It is an excellent opportunity for students to prepare for higher education both academically and by taking responsibility for registration and exam related communication. They are encouraged to communicate with me directly regarding all exam related issues.

Please note the registration and fee deadlines below. **Exam ordering takes place in the fall while exams are taken in the spring.** To register for an exam, please complete both of the following steps.

1. Students will need to join each AP course they are taking at <https://apstudent.collegeboard.org> using a unique "Join Code." These codes are provided by the AP teachers, but feel free to contact me for them as well.
2. Payment needs to be made at <https://user.totalregistration.net/AP/242450>. If payment is not made, exams will not be ordered.
3. If accommodations are required, please contact your counselor or case manager to apply for them. This needs to be done by January to have them approved and in place by May.

Students will pay **\$65** for each exam they choose to take. *Students who qualify for free or reduced lunch **this year** are eligible for a fee waiver. Please indicate this on the payment website.*

Aug. 28 - Sep. 30	On time registration; Cancellations with no fees
Oct. 1 - Nov. 15	Registration with <u>\$20 per exam</u> late fee; Cancellations with full refund
Nov. 16 - Feb. 29	Registration with <u>\$40 per exam</u> late fee; Cancellations with partial refund
Beginning Mar. 1	No exams can be added to the order; Cancellations with no refund

A copy of the exam schedule is included with this letter.

If you have any questions, please contact Sam Taylor by email at taylor@stillwaterschools.org.