



AP Exam Registration for AAI Students

Students and parents, please refer to the following instructions to assist you as you register for AP exams.

STEP 1

Create or login to your Total Registration account:

<http://www.totalregistration.net/AP/110088>

Alliance Academy for Innovation

Alliance Academy For Innovation's
Advanced Placement Exam Registration

ATTENTION! Students and guardians should complete this registration/enrollment together. This is a two-step process and both steps MUST be completed to access the AP Classroom resources and/or order AP Exams. The entire process (both steps) can be completed in a single sitting in approximately 10 minutes.

- Complete the registration process in **Total Registration** that starts below **and complete payment for all exams.**
 - Note: if you are registering for a AP STEM content exam, your registration will be queued so the AP Coordinator can apply the exam fee waiver for one AP STEM exam. You will need to log back in to complete final payment.
 - The STEM waiver queue is cleared multiple times a day, so please log back in the next business day to complete payment.
- Enroll all your AP courses and exams in the College Board's MyAP system with the Join Codes you will receive at the end of this registration process.

Students taking AP courses/exams at Alliance Academy For Innovation must enroll/register here by 6:00 pm, March 1, 2025. There is no cost for enrolling in AP courses, but the 2025 AP Exams cost \$99 per exam.

- A confirmation page indicates that registration information has been collected in Total Registration.
- The confirmation page will include the information needed to complete the second step of enrolling courses/exams in the College Board's system, MyAP.CollegeBoard.org. This step should be completed right away.
- Student's AP Exams will only be ordered after the student adds all appropriate join codes and select their exam intent in My AP Classroom, they have a complete registration in Total Registration, and their account is paid in full for ALL AP Exams they elected to take in Total Registration.

Alliance Academy For Innovation is excited to offer families the ability to pay their exam fees online at the time of registration. Please be sure to have a credit card or debit card available before beginning registration.

AP exams registrations that are not fully paid by Friday, November 15, 2024 their registration will be canceled and their AP exams will not be ordered.

Please contact Mrs. Kelli Schuyler, kschuyler@forsyth.k12.ga.us if you have questions.

[Refund Policy](#) [AP Exam Details](#) [AP Policy](#) [Additional Documents](#)

*- Required

Student's Email:

Student's First Name:

Student's Last Name:

Student ID:

Next

Do you have an existing Total Registration Account? [Login Here.](#)

[Need a reminder of the email you registered with in the past?](#)

When you are registering, be sure to read all the information carefully, including the refund policy.

Students who have taken AP Exams previously have already created an account and should use their credentials from previous years to log in and select AP exams for this year.

STEP 2

Alliance Academy for Innovation

All students are required to create a login account. Once registration is complete, you can return and access your registration information at any time.

[Refund Policy](#) [AP Policy](#)

Please enter your email address:	atarantino@forsyth.k12.ga
Please Re-Enter email:	
Create a Password:	8-16 characters (letters or numbers)
Re-Enter Password:	

Creating a "Challenge Question/Answer" will allow you to reset your password, even if you no longer have access to your email. Set a question/answer combination you will easily remember, but no one else will know or guess.

Password Reset Challenge Question:	
Password Reset Challenge Answer:	


[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net

Make sure you record your account login information in an easily accessible location. We recommend that both students and guardians have access to student account login information.

STEP 3

Alliance Academy for Innovation



Alliance Academy For Innovation's Advanced Placement Exam Registration

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[Refund Policy](#) [AP Exam Details](#) [Additional Documents](#)

Are you a student enrolled at Alliance Academy For Innovation?	<input type="radio"/> Yes - Student attends Alliance Academy For Innovation <input type="radio"/> No - Student does not attend Alliance Academy For Innovation
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[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net


Re_Field Trip update.msg

STEP 4

Alliance Academy for Innovation

Please answer all of the required questions and click "Next".

[Refund Policy](#) [AP Policy](#)

College Board Login

* - Required

Do you have an existing College Board student account (from a previous PSAT, SAT or AP exam)? Yes No


[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net

If you have an existing College Board student account, you will need to link that account with Total Registration.

STEP 5

Alliance Academy for Innovation



Please provide the required information below and click "Next" when complete.
If this information is prefilled from a previous registration, please review and update any information that has changed.

Please use the student's legal name and be precise so that it can be accurately matched to the student information provided to the College Board.

[Refund Policy](#) [AP Exam Details](#) [AP Policy](#) [Additional Documents](#)

Student Information

* - Required

* First Name	Kelli
Middle Name	
* Last Name	Testrun
* Student ID	123456
* Grade Level	Select
* Sex	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Other
* Date of Birth	Aug 9 2009
* Are you eligible for testing accommodations through The College Board? You would have a specific SSD # from the College Board, which you applied for previously. A 504 or IEP does not automatically result in accommodations.	<input checked="" type="radio"/> No <input type="radio"/> Yes
If approved for accommodations by the College Board, what is your SSD Number?	
Home Phone	
* Cell Phone	Select

[Previous](#) [Next](#)

These next pages are for student information. Parents can enter their information on a later page.

Students must apply for accommodations through the SSD coordinator at their school. If approved, the College Board will send them an SSD number linked to their approved accommodations.

College Board is an outside entity who makes their own decisions about student accommodations. Students with a 504 or IEP do not automatically get accommodations.

Families should work closely with their 504 coordinator or SpEd case manager to apply by the College Board deadline for accommodations. This date is usually the end of January.

[College Board SSD Website](#)

STEP 6

Alliance Academy for Innovation

Please provide the required information below and click "Next" when complete.

[Refund Policy](#) [AP Policy](#)

Parent/Guardian Information

* - Required

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Cell Phone	<input type="text"/> Select
Work Phone	<input type="text"/>


[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net

Guardians can enter their information here. All communication will be sent to both student and guardian emails.

STEP 7

Alliance Academy for Innovation



Please select all AP Courses you are taking this year as well as any exams you wish to take. For each course/exam you must also select a teacher and period (No Teacher or Independent Study if just taking an exam and not a course). If No teacher or Independent Study are not an option, the exam is only available to students taking the class. If you contact Mrs. Mary Beth Jager if the course, teacher, or period you desire is not listed.

Courses/Exams without checkboxes are exams you have previously registered for or have been canceled. You will need to contact Mrs. Mary Beth Jager at mbjager@forsyth.k12.ga.us to make edits to these exams.

[Refund Policy](#) [AP Exam Details](#) [AP Policy](#) [Additional Documents](#)

AP Course Information

* - Required

Click the "Reset" button to clear all the exam and teacher selections.

<input type="checkbox"/> AP Research Wed - Apr 30, 2025 11:59 PM	<input type="radio"/> Mrs. Dixie Hamilton - 2B <input type="radio"/> Independent Study
<input type="checkbox"/> AP Seminar Mon - May 12, 2025 11:30 AM	<input type="radio"/> Ms. Christen Melton - 4B <input type="radio"/> Independent Study
<input type="checkbox"/> Art History Thu - May 15, 2025 7:30 AM	<input type="radio"/> No Teacher <input type="radio"/> Independent Study
<input checked="" type="checkbox"/> Biology Mon - May 5, 2025 7:30 AM	<input checked="" type="radio"/> Ms. Caroline Matarrese - 1B <input type="radio"/> Ms. Caroline Matarrese - 2B <input type="radio"/> Independent Study
<input type="checkbox"/> Calculus AB Mon - May 12, 2025 7:30 AM	<input type="radio"/> Mr. Adam Demerly - 4A <input type="radio"/> Ms. Melissa Wilson - 1A <input type="radio"/> Independent Study
<input type="checkbox"/> Calculus BC Mon - May 12, 2025 7:30 AM	<input type="radio"/> Mr. Adam Demerly - 1A <input type="radio"/> Mr. Adam Demerly - 2A <input type="radio"/> Mr. Adam Demerly - 4B <input type="radio"/> Independent Study
<input type="checkbox"/> Chemistry Tue - May 6, 2025 7:30 AM	<input type="radio"/> Ms. Tracie Self - 1B <input type="radio"/> Ms. Tracie Self - 2B <input type="radio"/> Independent Study
<input type="checkbox"/> Computer Science A Wed - May 7, 2025 11:30 AM	<input type="radio"/> Independent Study
<input type="checkbox"/> Computer Science Principles Thu - May 15, 2025 11:30 AM	<input type="radio"/> Mr. Christopher Webb - 1A <input type="radio"/> Mr. Christopher Webb - 2A <input type="radio"/> Mr. Christopher Webb - 4A <input type="radio"/> Mr. Christopher Webb - 4B <input type="radio"/> Independent Study
<input checked="" type="checkbox"/> English Language Wed - May 14, 2025 7:30 AM	<input type="radio"/> Mr. Chandler Burnell - 1B <input type="radio"/> Mr. Chandler Burnell - 2B <input type="radio"/> Mr. Chandler Burnell - 3 <input type="radio"/> Mr. Chandler Burnell - 4B <input type="radio"/> Mrs. Jessica Reid - 2A <input type="radio"/> Mrs. Jessica Reid - 4A <input checked="" type="radio"/> Independent Study

(Only an excerpt of this page is pictured. All exams taught at AAI should be listed. If an exam is not listed, please notify us at kschuyler@forsyth.k12.ga.us)

On this page, students should select each AP course they are taking this year, even if they are not planning to take the exam. (On the next page, students will be able to indicate which exams they plan to take.)

If a student is enrolled in a virtual AP course and does not see their teacher listed, the student should select the "independent study" option for that AP course

STEP 8

Alliance Academy for Innovation

For each course please indicate whether you will be taking the AP exam or just the course without the exam.

[Refund Policy](#) [AP Policy](#)

Exam Details

* - Required

Environmental Science - Mrs. Amanda Ostrosky - 1B	<input type="radio"/> Taking Exam <input type="radio"/> Not Taking Exam - Only enrolling in the course
Physics C Mech. - Independent Study	Taking Exam
Psychology - Mr. Zach Elrod - 1B	<input type="radio"/> Taking Exam <input type="radio"/> Not Taking Exam - Only enrolling in the course
World History - Mrs. Phyllis Pizzino - 2A	<input type="radio"/> Taking Exam <input type="radio"/> Not Taking Exam - Only enrolling in the course

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[Privacy Policy](#)


Online AP Registration Provided by www.TotalRegistration.net

On this page, you can select whether you are taking the exam or simply enrolling in the course.

Students selecting the "independent study" option will be automatically signed up to take the exam.

STEP 9

Alliance Academy for Innovation



WARNING! - Registrations marked Yes to any of the questions below may be held for approval by Alliance Academy For Innovation. Registrations pending review by the school will not be able to pay until Alliance Academy For Innovation takes action.

[Refund Policy](#) [AP Exam Details](#) [AP Policy](#) [Additional Documents](#)

Financial Questions

* - Required

<input checked="" type="radio"/> Are you qualified for the Federal Free or Reduced Lunch Program? You will need to send your approval letter to the AP Coordinator.	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input checked="" type="radio"/> Are you registering for a STEM Exam? (Calculus, Chemistry, Biology, Comp Sci Principles, Comp Sci A, Environmental Science, Physics 1, Physics C, Statistics)	<input type="radio"/> No <input checked="" type="radio"/> Yes

Students who have been approved to receive **Free/Reduced Lunch** at school may qualify for up to 2 free exams and additional exams at a reduced rate. When a student selects **•Yes•** next to this question, the student will need to provide a current copy of the **Free/Reduced Lunch Program Benefits letter for verification and approval.**

The letter must be dropped off in the main office or emailed to: kschuyler@forsyth.k12.ga.us

Students who are currently enrolled in an **AP STEM course** are eligible for one free STEM exam. Your registration will be placed in a queue prior to payment so the AP Coordinator can verify your STEM course enrollment. Please log back into your Total Registration account after 24 hours to complete payment.

This page only appears if a student answers "no" to the question "Are you taking at least one STEM exam?" found in STEP 9.

Alliance Academy for Innovation

Please select a method of payment

[Refund Policy](#) [AP Policy](#)

Payment Information

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

* - Required

How will you pay your AP exam fees

Credit or Debit Card Online Now - Test Mode registrations should select to pay by mail

Pay By Mail/Pay Online Later Today

Payers Information

First Name:

Last Name:

Address:

City:

State:

Zip:

[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net

Students/Guardians may choose to pay by credit card or by check. If paying by check, instructions will be provided in the registration confirmation.

STEP 10

Cell Phone (867) 530-9090
Carrier: AT&T

Your registration is not complete

Your registration is not complete. Please review your information.

If all is correct click "Next" at the bottom of the page.

able for testing accom...
rd? You would have a s...
rd, which you applied f...
not automatically resu...
ed for accommodations by the College Board,
what is your SSD Number?

Review this page carefully to ensure all, parent, student, and fee information is correct.

Refund Policy

We understand that on rare occasions students must cancel an exam. Here is our refund policy:

- Students who cancel an exam by Fri - Nov 15, 2024 are entitled to a full refund of the exam fee.
- Students who cancel an exam by Fri - Feb 14, 2025 are entitled to a refund of the exam fee minus a cancellation fee of \$40.00 (per exam canceled).
- After Fri - Feb 14, 2025 there are no refunds.
- Late fees are nonrefundable.

* I have read and agree to the refund policy

Make sure you check this box. It is the most common reason for incomplete registration.

Additional Important Information

Notice the reminder, if you selected “Yes” for a STEM Content Exam, your registration will be held for fee waiver approval PRIOR to being released for final payment.

The Waivers re cleared several times a day, so if you check back in 24 hours, you should be bale to complete payment.

Also, a reminder about making sure you have added the appropriate **Join Codes** in the My AP Classroom platform with College Board.

If you are on your HOME page, you may find your join codes in Account Functions under **Account History**.

Student Exam Registration History for Kelli Testrun

The following contains the exam registration history for exams registered using Total Registration.

Exam History

Exam	Exam Name	Exam Year	Registration Date	Exam Version	Exam Date/Time	Room/Location	School	Join Code
AP	Biology *	2025	2024-08-09 11:32:15	Regular	2025-05-05 07:30 AM		Alliance Academy For Innovation	66N7PW
AP	English Language *	2025	2024-08-09 11:32:15	Regular	2025-05-14 07:30 AM		Alliance Academy For Innovation	W37XDA
AP	Environmental Science *	2025	2024-08-09 11:32:15	Regular	2025-05-13 11:30 AM		Alliance Academy For Innovation	EZPAJY

Once under Account History, the join codes are in the **Exam History Table** under **Join Codes**.

* - Exams pending approval for a fee waiver