



Richland High School

930 Long Avenue Richland, WA 99352 (509) 967-6535 FAX (509) 942-2512

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 2027 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. They will need to be enrolled into the AP Classroom, which their teacher should take care of and then payments will be accepted through Total Registration.

This year each AP exam costs \$103.00. RHS 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 to learn more.

Online Exam registration should have already occurred in your students classrooms. Payments have already started to be accepted and will end on **Friday, November 13, 2026** at 8:00 A.M. *The payment site will stay open following this date but a \$40 late fee will be assessed to each exam ordered.* In order to register and pay, students should register using the Join Code provided by their teacher and then 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 payment, students must answer all required questions. 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 13th deadline). **All payments are due by March 4, 2027.**

If payment is not received, your students test will be cancelled and a \$40 fee assessed to their RHS account. In addition, if the student does not cancel their test prior to the November 13th deadline a \$40 fee will incur.

Here are the important dates for the registration process:

- Friday, November 13, 2026 at 8:00 A.M. - Registration Ends
- Friday, November 13, 2026 - Last day to cancel an exam and receive a full refund.
- Friday, November 14, 2025 to Thursday March 4, 2027 registration and payment for exams can still happen but will be assessed a \$40 late fee for each exam.
- Thursday, March 4, 2027 - 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