

PLEASE NOTE: THE FOLLOWING EMAIL ONLY APPLIES TO STUDENTS CURRENTLY ENROLLED IN AN APCLASS

Dear parents:

This is a reminder regarding our AP exam ordering procedures and timeline. This information was sent to all students' emails this week.

Below is a summary of pertinent information:

TIMELINE

- **2nd week of school:** Students who do not have a College Board account must set up their College Board account at <https://myap.collegeboard.org/login>. This is mandatory in order for an AP exam to be ordered. If you took AP exams in prior years, you likely have a College Board account. Please locate your login information so that you are ready to register for your exams. If you do not remember your login, you must contact the College Board. **Do not set up a second AP account!**
- **By September 18:** Online registration for AP exams. AP teachers will share with you a "join code" for each of your AP classes. You must then log into your College Board account and "join" each of your AP classes. Even if you think you will not take the AP exam, you **MUST** "join" each AP class in which you are enrolled. From there, you will be prompted to indicate whether or not you are planning on taking the AP exam in May.
- **Early October:** Paper "AP Exam Ordering Forms" will be distributed in AP classes. These need to be turned into the Guidance office at either campus with payment by November 6.
- **November 6:** FINAL DEADLINE!!!! ***In order to test, students must have completed both the online AND paper portions of registration and paid the fee of \$98 per test by November 6.***

OTHER INFORMATION

- A very helpful tutorial for online AP exam registration is found [here](#)
- The fee for taking an May, 2020 AP exam will be \$98, payable directly to Arrowhead High School.
- Students who drop the 2nd semester of an AP class will be eligible for a full refund of their exam fees, if requested.
- In addition to turning in the exam order form and payment by Nov. 6, students **MUST** register for the exam online as described above. We will have no way to order an exam for a student who does not complete this step.
- If you have questions, please reach out to your child's AP teachers, or to our AP Coordinator, Angie Rodenkirch, at rodenkircha@arrowheadschoools.org

Thank you!