



February 1, 2019

Dear Parents/Guardians:

Your child will have the opportunity to take one or more Advanced Placement (AP) examinations during the 2018-2019 school year. AP exams are the cumulative assessments for AP courses. Students earn scores ranging from 1-5 with many colleges granting credit or advanced standing for scores of 3 and above. College admissions offices can give you specific information about the amount of credit offered by their institutions.

Stillwater Area Public Schools will be using *Total Registration*, an online system, for all AP exam registrations. **You can access the registration system beginning Feb. 4 at <https://user.totalregistration.net/AP/242450>.**

- If you registered your child for an exam last year, you will be receiving an email from Total Registration the first week of Feb. with the email you previously used to set up the student/s account. (Another option to obtain that email address is to click on, "Don't Remember the Email Used in the Past" option which is available at the start of the online registration process at the link above.)
- If this is the first year your student will be taking an AP exam, you will need to set up a student account in Total Registration at the link above. Most families use their students school email address. You will need to set up an account for each student registering for an exam.

It is highly recommended that you and your student complete the exam ordering process together. Students will need to identify their AP course teacher and period for each exam ordered. ***Supplying email addresses and cell phone numbers for students and parents during the registration process, will assist me through Total Registration, in notifying you by email or text with important exam information.*** Please watch for these email updates from **Total Registration** throughout the testing process.

All examinations will be given in May as scheduled by the College Board. A copy of the schedule is included with this letter.

Students will pay **\$54** for each exam they choose to take. Online and check payment options are available during the registration process. *Students who have qualified for free or reduced lunch are eligible for a fee waiver, which will be granted during the registration process once verified.* More information regarding AP testing can be found on the high school website at stillwaterschools.org/APtest.

Important registration dates are as follows:

FEBRUARY 4	Registration opens in <u>Total Registration</u> https://user.totalregistration.net/AP/242450.
FEBRUARY 18 - 24	Late registration accepted with a <u>\$10 per exam</u> late fee
FEB. 25 - MAR 3	Late registration accepted with a <u>\$20 per exam</u> late fee
MARCH 3	Deadline to register at 11:59 p.m.

REFUNDS AFTER MARCH 5TH ARE SUBJECT TO A \$15 CANCELLATION FEE AS THE EXAM ORDER WILL HAVE BEEN PLACED. THE COLLEGE BOARD CHARGES DISTRICTS A FEE FOR UNUSED EXAMS.

In July, the College Board will send a copy of your score report to the college your student designates and to SAHS. Your student will be able to view their score by logging into their College Board account.

If you have any questions, please contact me by email at prattp@stillwaterschools.org.

Warm regards,
Patti Pratt
AP Exam Coordinator
651-351-8405