



## AP Exam Registration Window: FEB 1 – 28, 2019

Dear Advanced Placement Students & Parents,

It is almost time to register for your AP Exams!

**You will be registering and paying online.** Visit [www.TotalRegistration.net/AP/480145](http://www.TotalRegistration.net/AP/480145), or Google "Cedarcrest High School AP Exam Registration."

**Price: The fee for AP Exams is \$105.00 per exam.**

**Financial Aid:** Qualifying low-income students can take advantage of reduced AP exam fees. The fee for qualifying students is \$15.00 per exam. Attached to this email is the Low-Income Verification Form we will need to have on file for each student seeking financial assistance. This form is also available in the CHS Counseling Office or on the OSPI website. The family must meet one of the four criteria listed on the form to qualify. There will be a question on the registration site where you can indicate your eligibility for a fee reduction. If you answer "yes", you will continue to complete your registration, but you will not submit payment until the fee reduction has been approved by the AP Coordinator. Once approved, you will receive an email from Total Registration prompting you to submit payment in the amount of \$15 per exam.

**Late Registration:** We will be able to accept late registrations from **March 1<sup>st</sup> - 5<sup>th</sup>**, however a **late fee of \$10** per exam will be assessed. The Total Registration site will be closed to students beginning March 6<sup>th</sup>. If you still need to register for your exam after the site closes, please contact the AP Coordinator to make arrangements. Additional fees will be incurred.

**To register and purchase exams:** We understand parents may desire to register their students for exams. However, we strongly recommend the student is present while registering to ensure the correct exams are ordered. To complete registration, you must answer all required questions. Registration is not complete until you reach the PDF of the confirmation page provided at the end. Please be sure to have a credit or debit card available before beginning registration.

**Alternate Testing Dates:** Occasionally it is necessary for students to test late. The alternate testing dates are May 22, 23, 24, depending on the subject. If you need to test on an alternate date, please contact the AP Coordinator to make arrangements. We will make every attempt to accommodate these requests, however alternate test dates are not necessarily guaranteed. There is an additional \$50 fee for all alternate exams for all reasons, except due to a medical emergency.

**Here are the important dates for the AP exam registration and payment process:**

- ✓ February 1, 2019 at 7:00AM - Registration opens.
- ✓ March 1, 2019 at 12:00AM – Late fee of \$10 per exam is assessed.
- ✓ March 6, 2019 at 12:00AM – Total Registration website is closed to students.
- ✓ March 8, 2019 – All payments must be received. Unpaid registrations will be cancelled, and exams will not be ordered.

For detailed information, please consult the AP Bulletin at:

<https://secure-media.collegeboard.org/digitalServices/pdf/ap/ap-bulletin-students-parents.pdf>.

If you have any questions, please contact Amy Jacobson, AP Coordinator at

[jacobsona@rsd407.org](mailto:jacobsona@rsd407.org).