

SKYLINE HIGH SCHOOL AP INFO

This packet is for any student who is enrolled in an AP course for the upcoming school year. Please read this information carefully and complete appropriate forms.

AP EXAM GUIDELINES:

SHS offers classes that are categorized as AP (advance placement) and you may elect to take the optional AP exam in the spring for any of these classes, but are not required to. It is the STUDENTS' responsibility to sign up for their tests with the teacher's code on myap.collegeboard.org. Note: If the student fails to register or take the test, refunds will not be given. The College Board sets the fee amount and exam dates. Each AP Exam is **\$96 per exam.**

AP Exam Registration for All AP courses should take place in the FALL regardless of whether the student is enrolled in AP course in Fall or Spring. However payment for Spring class AP Exams will be due in March.

All AP Exams are taken in May, Schedule of Exams will be available after January 1. *Students who wish to test in a course they are not taking, are allowed to do so by submitting an AP Exam Registration & Payment form*

Deadline for orders, or opt out/cancel forms are **November 1st** for Fall and **March 1st** for Spring.

Once Exams are ordered and we are past deadline dates, students will be expected to sit for the AP Exam.

Students who do not turn in Opt Out/Cancel form and do not show for exam(s) will incur a \$40 fee (per exam).

AP Order date: Nov 1st. After Nov 15, Any exams ADDED or DROPPED will incur a \$40 late order/cancel fee per exam.

IMPORTANT DATES:

October 3rd - AP Registration & Payment due for Fall/ Semester 1

November 1st - Deadline for cancel/opt out forms final deadline for Payments.

November 15th - Final Fall deadline for Ms. Gahn to submit orders or cancel/opt out forms w/o penalty.

March 1st – AP Registration & Payment due for Spring/ Semester 2

March 15th – FINAL deadline to Drop/cancel any AP Exams to be eligible for any refund.

SHS AP Testing Coordinator Contact: Casandra Gahn cgahn@wcps.k12.va.us 540-631-0366.

Payment Info:

Cash (exact amount), Checks payable to SHS (student name/AP in memo) or Card and Online @ <https://wcps.schoolcashionline.com>. **Please find AP exams under the WCPS tab as a public item.** Once enrolled, and set up is complete, you will see all students/schools and fees associated with them. If you pay online please note *transaction fees are shown in prices.*

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AP EXAM REGISTRATION & PAYMENT FORM

Student Name: _____ Date _____
PRINT NAME LAST FIRST MI

Student ID#: _____ Grade: 10 11 12

*****payment and registration are both required to take AP Exams*****

PAYMENT

All Advance Placement Exams are **\$96.00** each.

Due Dates:

October 3rd for Fall S1

March 1st for Spring S2

REGISTRATION

Students must register online at myap.collegeboard.org and by joining the class specific AP classroom. "Join Codes" are given through AP coordinator/ or the teachers.

For each AP course/exam you are enrolled in or ordering, please place a in the box.

AP COURSE/EXAM

- Biology
- Calculus BC *
- Chemistry *
- Computer Science A
- Environmental Science
- European History
- Physics 2: Algebra Based

*MVGS only

AP COURSE/EXAM

- Physics C: Electricity & Magnetism*
- Physics C: Mechanics *
- Psychology
- United States Government & Politics*
- Other: Calc AB or STAT
- English Language & Composition*
- Comparative Government & Politics*

AP TESTING REGISTRATION AGREEMENT:

Student/Parent Initials

- _____ _____ We have read and understand the policies and procedures of the AP Testing program.
- _____ _____ We understand the student must register/sign up, and **pay for AP Exams**. Without the form AND payment exams *will NOT be ordered*.
- _____ _____ We understand that the student is required to register and sign up at myap.collegeboard.org to take the exam. If the student fails to register/sign up on College Board, **NO** refunds will be given and students will be required to pay the \$40 per exam non-testing fee incurred by SHS.
- _____ _____ We understand we must sign a Cancel form prior to the deadline or we are charged a \$40 unused test/ late cancel fee.
- _____ _____ We understand that scores obtained of ONLY a 3(average), 4 or 5, college credit could be awarded based on the discretion of each individual College/University

Student Signature: _____

Date: _____

Parent Signature: _____

PARENT MUST SIGN TO ORDER EXAM

PAREN PRINTED NAME

FORM & PAYMENTS SHOULD BE SUBMITTED TO MRS. HAUN IN THE MAIN OFFICE

OFFICE USE ONLY:

<i>AP Coordinator</i>	<i>Bookkeeper</i>
<input type="checkbox"/> Exam(s) Ordered Date: _____ Initial: _____	Payment Info: Date: _____ Initial: _____
Semester <input type="checkbox"/> S1/ Fall <input type="checkbox"/> S2/ Spring	<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Online Check #

SKYLINE HIGH SCHOOL AP INFO

AP EXAM CANCEL FORM

Student Name: _____ Date _____
PRINT NAME LAST FIRST MI

Student ID#: _____ Grade: 10 11 12

Opt Out/Cancel Guidelines:

All students who have filled out the AP Registration & Payment form for any AP Exam(s) and no longer wish to take the AP exam in May must fill out this opt out/cancel form.

Once exams are ordered students are expected to sit for the AP Exam.

If the student does not sit for the exam and has not filled out this form and submitted the cancel form by the deadline date, a \$40.00 unused exam fee will be charged to the student.

AP Exam Opt Out/Cancel form must be submitted to the AP Coordinator, Ms. Gahn no later than November 1st for Fall/S1 orders and March 1st for Spring/S2 orders.

No refunds are given if the student has not submitted a cancel form by the deadline Verification/Proof that a payment was made for any AP Exam you are canceling, before any refunds will be provided.

Discuss/email canceling/dropping with school counselor

I have elected to CANCEL the following exams, that I originally signed up/ordered:

AP COURSE/EXAM

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PARENT MUST SIGN TO ORDER EXAM

Printed Parent Name: _____

OFFICE USE ONLY: Form Routing

<i>Guidance</i>	<i>AP Coordinator</i>	<i>AP Teacher</i>	<i>Bookkeeper</i>
<input type="checkbox"/> _____	<input type="checkbox"/> _____ AP Roster updated	<input type="checkbox"/> _____	<input type="checkbox"/> _____ Refund Y N