

AP Exam Registration Process 2018-2019

- The student or student's parent/guardian must submit registration forms and payment to Mrs. Williams in the High School Guidance Office. Registration forms will only be accepted if submitted by the student or parent.
- Teachers should not accept registration forms or payment from students.
- Students can make payment arrangements with Mrs. Hilbert in the Guidance Office. Students should make an appointment with Mrs. Hilbert to discuss.
- Incomplete registration forms will be returned to the student.
- If a student wishes to cancel an AP Exam, they must see Mrs. Hilbert immediately in the Guidance Office. The Refund Policy is listed on the AP Exam Registration Form.
- **The deadline to register for an AP Exam is Tuesday, 3/26/2019.**
- All students who register for an AP Exam will receive a confirmation letter in April 2019 with report times and test locations.
- All students will participate in a pre-administration session prior to taking AP exams. This will eliminate time and stress on test day. The pre-administration sessions will occur during Primetime. Students will not be permitted to sign out for Primetime on the date of their scheduled pre-administration session.

TEACHERS: PLEASE RETURN ANY UNUSED REGISTRATION FORMS TO THE GUIDANCE OFFICE.