



Middle Township High School

COUNSELING DEPARTMENT

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Counselor

RACHEL CHEW
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Dear Advanced Placement (AP) Student,

Thank you for your dedication to your academic studies. It is important that I inform you of the new Advanced Placement (AP) exam registration changes made by College Board for the 2019-20 school year. Students enrolled in an AP class will take an AP exam in May to qualify for college credit. Please be advised that students must register for their exams online by **October 31st**.

Access to the new AP test registration requires an initial digital activation by every AP student at the beginning of the school year. You will need your College Board credentials (email, username, and password) before the second day of school in order to complete this digital activation process. The credentials are chosen/generated when you create your College Board account. Please note:

- If you do not have a College Board account, you will need to create one before the second day of school. **Please do not use your school gmail address as it does not actually accept emails.** Visit this link to create your College Board account: <https://pages.collegeboard.org/account-help/how-create-account>
- If you already have a College Board account, you will still need your College Board credentials to access your account. In some cases, students may have more than one College Board account and those will need to be merged. For account help, students and/or parents can visit <https://pages.collegeboard.org/account-help> or call College Board at 888-225-5427.

AP Exam Fees – In addition to registering for exams online, students must submit a completed registration form, along with payment for all exams, to me in the school counseling office by October 31st. Each exam costs \$94. Checks should be made payable to “Middle Township Board of Education”. If you are eligible for a fee waiver (students who are eligible for free/reduced lunch program), please see me prior to the October 31st deadline

Late and Cancellation Fees – If you miss the October 31st order deadline, there is a \$40 late order fee in addition to the regular exam fee. The final deadline to order an AP exam with a late order fee is March 13th, 2020. Should a student not take the exam for any reason, parents/students are responsible for the \$40 unused/cancellation fee.

* If you have been approved for AP testing accommodations by Collegeboard, and plan to use your accommodations on your AP exams, you must notify me by **October 31st**.

Please sign up for important updates through REMIND:

For Students

Enter this number: 81010

Text this message: @2020aptcs

For Parents/Guardians

Enter this number: 81010

Text this message: @2020aptest

For additional information, please contact me at your earliest convenience.

Sincerely,

Sharon McAnany
School Counselor / AP Test Coordinator