



Huntington Union Free School District

"A Tradition of Excellence Since 1657"

March 22, 2019

Kitty R. Klein

District Director of Guidance and Testing, K-12

Dear Students and Parents:

As you are aware, Advanced Placement examinations are scheduled to be administered beginning the week of Monday, May 6th. To help ensure that all student information is reported accurately to The College Board, your child **must** attend a mandatory AP pre-administration meeting and *bring a #2 pencil*. Meetings will take place in Room 140 from 2:30pm to 3:15pm on the following dates: **Monday, April 8th** (if your last name begins with letters A – L), **Tuesday, April 9th** (if your last name begins with letters M – T) and **Wednesday, April 10th** (if your last name begins with letters U – Z). Additionally, I am requesting that you please complete the attached permission slip, and have your child return this form when attending his/her assigned pre-administration meeting date.

Identified below are important test day reminders:

1. Please be sure to bring two #2 pencils and a pen with you to each test. If you are taking a math or science exam, bring a *calculator*.
2. Spanish Language, Studio Art, and U.S. History will be held at Huntington High School. All other AP exams will be administered at the Huntington Public Library on Main Street in Huntington.
3. Morning tests will begin promptly at 8:00 a.m. (**doors close at 7:45am**) and afternoon tests are scheduled to begin promptly at 12:00 noon (**doors close at 11:45am**). School bus transportation to the Huntington Library will leave from the high school at 7:30 a.m. for morning exams, and 11:30 a.m. for afternoon exams. Students must find their own transportation home (see enclosed permission slip).
4. Students taking AP Studio Art should be working on completing their submissions and portfolios by the date specified, as directed by their teacher(s).
5. **As a reminder, electronic devices are prohibited in the testing room.** (pagers, cell phones, cameras, Apple products - iPods, iPads, iWatches, etc., will be confiscated if present and/or used.) **Please know in the event that students are found with these devices in the testing room, students will be reported to The College Board, credit will be lost, and scores will be cancelled!**

If you have any questions, please feel free to contact me. I may be reached at (631) 673 – 2012/2101.

Sincerely,

Kitty R. Klein
District Director of
Guidance and Testing, K - 12