

**Huntington Public Schools
High School Guidance Department
Kitty R. Klein
District Director of Guidance, K-12**

MEMO

To: AP Students and Parents

Subject: Registration for AP Exams

Date: December 12, 2017

1. Students who are sitting in an AP class are **required** to take the AP exam.
2. Registration for the 2018 AP Exams ends on **Thursday, February 8, 2018**.
3. The fee to register for each exam is \$94.00, except for AP Seminar and AP Research which costs \$142.00 per exam. Checks or money orders must be made payable to *Huntington High School*. Please complete the attached request form, indicating the exam(s) you plan on taking. Any questions regarding which exam to register for should be directed to your teacher. **Please return the completed form with one payment for all exams to Ms. Wallace in Guidance West.**
4. Please be sure to **print** your first and last name, and grade on the memo part of the check before submitting it with the completed request form.
5. Please be prompt in turning in your AP exam money and AP test request form, as exams will **only** be ordered for students who have registered. Exams ordered late will incur an additional **\$40 late fee** imposed by The College Board. This late fee will be added to the regular test fee for each **exam**.
6. Please inform me if you are taking **two exams** that are given on the **same day and time**. If such is the case, one exam will need to be taken at an alternate time which will be assigned by The College Board, approximately one week following the regular AP exam administration.
7. If you are unable to take the assigned AP exam on the scheduled day and time (due to illness, family emergency, etc.), another exam will be ordered.
8. Students with disabilities **must** have completed a College Board SSD Eligibility Form in order to use their testing accommodations. **See your counselor immediately!**
9. If you have any questions regarding the AP test registration, please contact me as soon as possible.

As a reminder, electronic devices are prohibited in the testing room. Pagers, cell phones, iPods, iPads, cameras, etc., will be confiscated if present and/or used. Please know, in the event that students are found with these devices, students will be reported to The College Board, credit will be lost, and scores will be cancelled!