

## *HUNTINGTON HIGH SCHOOL*

TO: AP Students and Parents  
FROM: Kitty Klein, Director of Guidance and Testing, K-12  
DATE: January 3, 2012  
SUBJECT: Registration for AP Exams

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1. Students who are sitting in an AP class are **required** to take the AP exam.
2. Registration for the 2012 AP Exams will take place beginning **Wednesday, January 4, 2012 through, Friday, March 9, 2012.**
3. The fee to register for each exam is \$87.00 payable by check or money order. Your check or money order should 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 Mrs. Walter 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 **\$87.00** test fee for a total of **\$127.00 per 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 an exam that you ordered, you will be refunded a partial payment. This is due to billing by The College Board for the cost of shipping and handling for any unused test booklets returned.
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, credit will be lost and scores will be cancelled.**