



Dear Advanced Placement Students and Parents:

We are thrilled you have made the decision to challenge yourself academically through the Advanced Placement (AP) program. Advanced Placement is a program of college-level courses and examinations that offers high school students a unique opportunity to earn college credit. Each year in May, students across the country take the AP examinations. As a student in the AP Program at a Virginia Beach City Public High School, please remember that you are expected to take the AP exam.

The cost of all College Board AP Exams are \$97.00 per exam for the 2022-2023 school year. If your student has filled out the free/reduced lunch application at www.schoolcafe.com and qualifies for the free/reduced lunch program, your student is eligible for an exam fee waiver and can take the exam for free. Students must indicate they qualify for free/reduced lunch on the Total Registration website. AP Exam registration will be pending until free/reduced lunch status is confirmed by the student's high school. If your student takes an AP course via Virtual Virginia, please see Mr. Hunter or Ms. Love in the Counseling Office prior to registering. If you should have any questions or concerns regarding AP exams, please contact Mr. Hunter or Ms. Love in the School Counseling office.

Please read the following information carefully:

The deadline for registering for an exam without a penalty fee is **November 4, 2022**. To secure your exam registration, a **\$40 non-refundable deposit** will be due at the time of registration. The remaining balance will be due by **March 15, 2023**. If a student registers for an exam after the November 4th deadline, there will be a \$40 College Board late registration fee. Exams that are canceled after November 15th will lose their \$40.00 deposit but will be refunded the remainder of their money if they paid more than the deposit amount.

Online exam registration will open on October 10, 2022. To make an AP exam payment, students should go to or click on the link www.TotalRegistration.net/AP/471315 provided on your high school's website. To complete registration, students must answer all of the required questions. Please be sure to have a credit or debit card available before beginning registration. Registration is not complete until the student has paid and received the confirmation page that is provided at the end. We know that parents may desire to register their students for exams; however, we strongly recommend that parents and students complete the registration process together to ensure the correct exams are ordered. Additionally, it is very important that students join their AP Classroom section through MyAP. If your student needs assistance with this important step, please contact your student's AP teacher. This is how their exam physically gets ordered. If a student pays through Total Registration, but has not joined their AP Classroom section, no exam will be ordered for them.

AP Student Check-List

- Activate ***MY AP***
- Enroll in each AP course and section on *MY AP*—Use join code provided by the teacher
- Register and pay for each AP exam with at least a \$40 deposit by November 4th, 2022, through Total Registration
- Pay balance in full by March 15th, 2023

***Registration for the exam is not complete until you indicate on *MY AP* that you intend to take the exam *AND* pay your balance in full through Total Registration.**

For questions, here are your AP Testing Coordinator contacts:

AP Coordinator: Mr. Kelvin Hunter, kelvin.hunter@vbschools.com, 757-648-5513

AP Co-Coordinator: Ms. Kim Love, kim.love@vbschools.com, 757-648-5500

AP Testing Administrator: Jenna Filipowicz, jnfilipo@vbschools.com

Important Dates and Fees

	Dates	Fees
Fall registration	Exam ordered by November 4, 2022 <i>(Students may pay a deposit)</i>	\$97 <i>(\$40 deposit)</i>
Late registration	Ordered November 15, 2022–March 15, 2023	\$97 + \$40 fee
Final registration deadline for partial payment	March 15, 2023	<i>Balance due for students who made deposit</i>
Unused/canceled exam	Exam that is canceled after November 15, 2022, or not taken in May by the student.	\$40 fee