

**Rocky Hill High School
50 Chapin Avenue
Rocky Hill, CT 06067
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February 2018

Subject: Advanced Placement Test Registration

To: Parents of students currently enrolled in an **Advanced Placement course**

This February, all Advanced Placement (AP) students will receive the *2017-2018 Bulletin for AP Students and Parents*, describing their respective AP test and the benefits derived by taking the AP tests. Usually, a score of 3 or better on the test (depending on the college) will allow students to receive college level credit and allow the student to move into upper level courses in their field of interest. If your student is worried how they will do, remember- they risk nothing by taking the exams. The student determines which colleges (if any) receive the AP exam scores.

The College Board, the agency that oversees the AP Program, charges a student fee for each AP exam (this year the cost is \$94). As outlined in the RHHS Program of Studies, in order for a student to receive AP credit on the high school transcript for an AP course, he or she must take the AP exam. Otherwise, students will receive Honors level credit.

Registration and payment for AP exams may be made through MyPaymentsPlus, an online service that provides the convenience of registering from home. MyPaymentsPlus accepts credit cards, debit cards, and e-checks for an additional small fee. If you currently have a MyPaymentsPlus account, please log in and simply choose the desired exams under the "Advanced Placement Exam Registration" category on the home screen. If you are new to MyPaymentsPlus, go to www.mypaymentsplus.com and follow the prompts.

Families who do not wish to register using MyPaymentsPlus should pick up a registration form in the Guidance Office. The form must be submitted in person along with a check payable to RHHS SAF for \$94 per test.

The deadline for registration and payment is Friday, March 16, 2018

****Any student that misses the deadline, and is interested in ordering an exam runs the risk of being charged a \$55 late processing fee.**

****Students who receive free or reduced lunch are eligible for a fee reduction and should see Mrs. Russell in Guidance before completing the registration process.**

The scheduling for AP tests must be administered on the designated date and at specific times. The administration procedures have become increasingly rigid. Alternate exams must also be administered on specific dates and at specific times. If a student wants to take the alternate exam due to an academic contest or event or an athletic contest or event, they will be charged an additional \$45 per College Board policy. Alternate exams must be approved by Administration.

Any cancellations must be requested in writing. Please review the refund policy listed below in regards to the cancellation of any exam:

- Students who cancel an exam by Thursday, March 15, 2018 are entitled to a full refund of the exam fee.
- Students who cancel an exam by Friday, May 4, 2018 are entitled to a refund of the exam fee minus a cancellation fee of \$15 (per exam).

The AP test dates for 2018 are on the reverse side of this letter. A detailed schedule with specific times for students to arrive to the exam room will be provided closer to exams.

Sincerely,

Jennifer Russell
School Counselor and AP Test Coordinator