



## Teaching and Learning Office

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August 2017

Dear Parent/Guardian,

I want to make you aware of changes regarding our process for registering for Advanced Placement (AP) exams. If your child is enrolled in one or more AP courses with the School District of Waukesha, he/she will not automatically be enrolled in the corresponding AP test. Any student wanting to take an Advanced Placement (AP) exam must “opt-in” by registering for each test through their school’s Total Registration website. This change has been made to ensure that the appropriate number of tests are ordered across all of our schools.

Students may begin registering for AP exams on August 15, 2017. The fee for each exam is \$96. Exams will be administered in May 2018. Please be aware of the following policies:

- To avoid a late fee, students must register for all exams by **January 29, 2018**.
- After **January 29**, a late fee of \$10 per exam will be assessed.
- The final day to register for an AP exam is **February 7, 2018**.
- If a student decides not to take the exam, he/she can receive a full refund if the test is cancelled on or before **Wednesday, February 28, 2018**. Cancellations between **March 1, 2018 and April 27, 2018** will result in a refund minus a \$20 cancellation fee. No refunds will be made for cancellations after **April 27, 2018**.

A student must register for, and pay for, all AP exams through Total Registration. Payments will not be handled through the school.

While tests can be ordered through Total Registration without submitting final payment, no exams will be ordered without payment. **If a student does not pay for their exam prior to February 28, the exam will not be ordered.**

Families qualifying for free or reduced lunch will also register for AP exams through the Total Registration website. Beginning in late October, fee waivers will be applied to all qualifying test orders. If you did not qualify at the beginning of the year, but your circumstances change during the year and you later qualify, please contact your school counselor regarding a fee waiver.

Begin registration using the appropriate school link.

South HS: [www.TotalRegistration.net/AP/502390](http://www.TotalRegistration.net/AP/502390)

eAchieve: [www.TotalRegistration.net/AP/502388](http://www.TotalRegistration.net/AP/502388)

Please contact your school counselor if you have any questions.

Amy Riebel  
Summer School Development & Data Communication Liaison