



## AP Exam Registration – 30 Days Remain

Dear Parent(s)/Guardian(s):

As previously communicated, the registration for AP Exams is now open, and will be open through Friday, November 1, 2019. **PARENTS: PLEASE READ THE FOLLOWING IMPORTANT INFORMATION:**

- Students **must** have a College Board Account. If you cannot remember your password, please select “Forgot Username or Password” at log-in or contact College Board at 888-225-5427
- Students **must join** their AP course on the College Board Website to enroll in the course. [See AP Teacher for course code.](#)
- If students do not have a College Board account and/or have not joined their AP course, **AN EXAM WILL NOT BE ORDERED FOR THEM** even if they have paid in My Payments Plus.
- Exams ordered after the November deadline will be assessed a \$40 late fee making the total cost **\$140/exam.**
- **No exams may be ordered after FEBRUARY 21st.**
- **Accommodations:** The deadline to submit applications to the College Board for **special accommodations** is **January 17, 2020.**
  - You must contact the counseling department at your child’s school about the process to request special accommodations if your child’s disability impacts his/her participation in standardized testing. The College Board [Services for Students with Disabilities](#) approve the requests **NOT** Worthington Schools. If your student has been approved by the College Board for testing with accommodations, please attach a copy of the College Board letter you received listing the accommodations granted. **Also check mark the box on the registration form asking for accommodations.**

If your son/daughter is planning to take one or more of the examinations, please register on-line by logging into your My Payments Plus account at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need to create an account if you have not already done so. Once logged in, follow these steps:

- Below your student(s) cafeteria account payments, you should see Advanced Placement Exam Registration.
- Select the exam(s) you would like to register for, agree to the terms and select the exam date.
- This will add the exam to your cart, and you will then pay any applicable fees.
- If you would like to register for multiple exams, you will need to complete the process above for each exam.