

Hello Parent(s) and Guardians of Walnut Grove AP Students,

The following letter details steps for students who wish to take any AP exams this year in May. Only students currently enrolled in AP classes (please note this does NOT include Honors courses) and those who might wish to take/retake an AP exam outside of their regular course schedule should complete registration.

Registration Process:

For the 2024 AP exams, students at Prosper ISD will be registering and paying online. This registration will take a few minutes and can be completed from any computer with internet access. Registration and payment has moved to a two-step process. This change is necessary due to steps imposed by the College Board, the company that administers the AP and SAT programs. The process is:

1. Students must first register for their test with the College Board by joining the appropriate section in AP Classroom.
2. Students will pay for their exams online through **Total Registration**, a third-party provider, contracted by PISD (as they have done in the past).

Students must complete **BOTH** steps in order to have an exam ordered for them. Teachers will be helping to register students during each of their AP classes during the first few weeks of September. By registering, students are committing to taking the AP exam in May.

Fees:

Course	Fee
AP Research & AP Seminar	\$147.00*
All other AP courses	\$99.00*

*includes processing fee for Total Registration

Walnut Grove High School desires that every student be able to take their AP exams. Students qualifying for the Free or Reduced Lunch Program will indicate their status in Total Registration. Families requiring financial assistance that are not currently enrolled in the Free or Reduced lunch program should contact Starla Laxton, testing coordinator at Walnut Grove High School to learn more about payment options.

Online AP Exam registration and payment will begin on **September 21st, 2023 at 8:00 AM and end on November 5th, 2023 at 8:00 PM**. In order to register, students should perform the following steps:

1. Open "[MyAP](#)" account (where your teachers gave you access codes, use existing College Board account)
2. Please take a moment to ensure the student's email address used for the "MyAP" account is a **personal address**, not a school email. This account will follow the student, regardless of what school they are enrolled in, and will be used to access score reports for colleges later.
3. Visit [Total Registration](#) to complete registration and make payment. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed or

saved the PDF of the confirmation page that is provided at the end of step 2 in Total Registration.

You can also access detailed registration instructions here: [AP Exam Registration and Payment Guidance](#)

While we will be providing supervised registration opportunities in classes to help ensure students sign up correctly, avoiding mistakes their peers in prior years have encountered, we know that parents may desire to register their students for exams themselves. If you choose to sign up on your own, we strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered, and correct sections are selected.

Students registering during sessions at school can pay at that time if you provide them with your payment information (card number, expiration date, card security code) or they can choose to pay later. We will send payment reminders weekly through Total Registration for any students with balances due.

Here are the important dates for the registration process:

- **September 21st, 2023 - Registration Opens**
- **November 5th, 2023 - Regular registration closes. Exam registrations after this date will incur a \$40 late registration fee**
- **November 9th, 2023 - Exam registrations that have not made minimum payment (\$40 per exam) will be canceled.**
- **March 7th, 2024 - Last day to order an exam, exams with balances due will be canceled.**
- **May 1st, 2024 - Last day to cancel an exam and receive a *partial* refund**

Students who are not ***fully registered and paid*** for AP exams prior to **March 7th** will not be eligible to take an AP exam in May 2024.

Students who would like to register for an exam for a course not currently taught at Walnut Grove, who need to miss a scheduled exam date, or have any questions about this process should contact Starla Laxton, testing coordinator at Walnut Grove High School.