



# Alta High School

## Counseling Center

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August 21, 2023

Dear AP Students and Parents:

The time is coming to register and pay for your 2023 AP exams! As you may recall, College Board, the company over Advanced Placement (AP), is now instituting a FALL exam registration deadline. **ALL** AP students will need to decide whether or not to take and order their exams by **October 30th, 2023 to avoid paying late fees**. Here is a schedule of Alta's registration timeline:

- Exams ordered after **October 29th** will incur a **\$10 late fee per exam**.
- Exams ordered after **November 5th** will incur a **\$20 late fee per exam**.
- Exams ordered **after November 12th** will incur a **\$40 late fee per exam**.
- Absolutely **NO** changes can be made to our exam order after **March 08, 2023**.
- Unpaid exam registrations will be cancelled on November 13th and parents/students will need to re-register and pay with the late payment fee before March 8th 2024.

It is important to understand that registering and paying for AP exams is a **TWO STEP** process. Jodene Jensen, Alta's AP Coordinator, visits all of Alta's AP classes yearly to walk AP students through the steps below. If your student is present for the presentation, the only remaining step is for you to log into the Total Registration site with your student to submit your payment.

- **Step 1:** Beginning in September, students must first log into a third-party site, [www.TotalRegistration.net/AP/450402](http://www.TotalRegistration.net/AP/450402), to pay for their AP exam(s). Total Registration also provides the opportunity to indicate if you are in the Free/Reduced lunch program and therefore qualify for a fee reduction.
  - At the conclusion of the Total Registration process, students will receive a unique JOIN CODE per AP course/exam for which they register. They will need this information for Step 2.
- **Step 2:** All students must then go online to College Board and either create a new or log into an existing account at [www.collegeboard.org](http://www.collegeboard.org). They will then enter in the unique JOIN CODE received through Total Registration to gain access to College Board's online resources for that AP subject area. They must also then select the option to "Register for the Exam". This is the only way College Board knows to send Alta an exam for the student to take in May.

Again, please remember that the ONLY WAY to guarantee your child will have an AP exam to take in May of 2022 is to complete **BOTH** the Total Registration (payment step) and College Board (exam ordering step) by **October 29th** to avoid late fees.

If you have any questions, please feel free to contact me.

Sincerely,

Jodene Jensen M. Ed.

Testing Coordinator

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