Alta High School

Counseling Center

11055 South 1000 East • Sandy, Utah 84094-5433 • 801/826-5620 • FAX 801/826-5698

September 27, 2022

Dear AP Students and Parents:

It is already time 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 28, 2022 to avoid paying late fees***. Here is a schedule of Alta’s registration timeline:

* Exams ordered after **October 28th** will incur a ***$10 late fee per exam***.
* Exams ordered after **November 7th** will incur a ***$20 late fee per exam.***
* Exams ordered **after November 14th** will incur a ***$40 late fee per exam*.**
* Absolutely **NO** changes can be made to our exam order after **March 10, 2023**.

It is important to understand that registering and paying for AP exams is a **TWO STEP** process. Jodene Jensen, Alta’s AP Coordinator, has visited all of Alta’s AP classes and has walked our AP students through the steps below. At this point, if your student was 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**: Students must first log into a third-party site, ***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 of $35 per exam OR if you are requesting financial assistance through Alta, in which case, you must contact Ms. Jodene Jensen to discuss.
	+ 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***. They will then enter in the unique JOIN CODEreceived 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 28th** to avoid late fees.

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

Sincerely,

Jodene Jensen M. Ed.

Testing Coordinator

Jodene.jensen@canyonsdistrict.org