

December 18, 2018

Dear AP Parents, Guardians, and Students:

Clovis High School strongly encourages its AP students to take the exams for courses in which they are enrolled. Colleges and universities consider exam completion when granting admission, awarding credit, and offering special course placement. Students who take their AP exams demonstrate to colleges and universities their commitment to taking their studies seriously.

Although we are four months away from the AP exam dates, we must begin the registration and payment process now in order to meet the College Board deadlines for purchasing exams. **Registration forms** and the College Board's *Bulletin for AP Students and Parents* will be distributed to all students in their AP classes during the last week of January. The bulletin is also available online at <http://chs.cusd.com/counseling/testing/>. Please read it and this letter carefully; both supply important information to help guide you through the process.

REGISTRATION

- For the 2017-2018 school year AP exams, students at Clovis High School will be registering online. This registration will take a few minutes and can be completed from any computer with internet access.
- **Cost per exam is \$94.00, plus a one-time administration fee of \$5.00 (per registration) for a total \$99.00. If more than one test is taken, students will only be charged a one-time \$5.00 administration fee.**
- Online Exam registration will begin on **Mon, Jan 8, 2018 at 12:01 AM** and ends on **Wed, Mar 7th at 11:59PM**. **LATE** registration starts on **Thursday, March 8, 2018 and ends Wed, Mar 14, 2018 at 2:00 PM**. Students that register during this time period will be charged a **\$20 late fee per registration**.
- In order to register, students should click on the link provided on the school website or visit www.TotalRegistration.net/AP/050615 to register. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed the pdf of the confirmation page that is provided at the end. We know that parents may desire to register their students for exams. We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered.
- Clovis High School is excited to offer families the convenience of paying exam fees online at the time of registration. **Please be sure to have a credit card or debit card available before beginning registration.** Paying online is a great way to make sure that payment has been made while avoiding mailing payment. **NO** payments may be made at the school.
- Here are the important dates for the registration process:
 - Mon, Jan 8, 2018 at 12:01 AM - Registration Begins
 - Wed, Mar 7, 2018 at 11:59 PM - Registrations and payments after this date will incur a **\$20 late fee per registration**.
 - Wed, Mar 14, 2018 at 2:00 PM - Registration Ends (**NO LATE SUBMISSIONS AFTER THIS DATE!**)
 - Wed, Mar 14, 2018 at 2:00 PM – Registrations/Exams that have not been paid for will be cancelled and exams will not be ordered.

PREADMINSTRATION SESSION – REQUIRED

All students who register for an AP exam **MUST** sign up for and attend **one** of the pre-administration sessions. Designated sessions will be available to you when registering online using Total Registration. All sessions will be held in the CHS Library or CHS Library Annex.

TEST FEES

- The regular exam fee is **\$94 per test** (includes a **\$20 non-refundable fee** for each exam ordered if cancelation is requested).

FEE REDUCTIONS

The College Board and the California Department of Education offer fee reductions for qualifying students (see enclosures).

- Fee reduction forms must be completed and returned to Mrs. Linares – along with the discounted fee – by **Friday, March 2nd**.
- If you anticipate a problem meeting the **March 7th** deadline, see Mrs. Linares **BEFORE March 7th** to obtain help.

OTHER FINANCIAL NEEDS

Lack of funds should never prohibit a qualified student from taking an exam. Please contact Mrs. Linares in the CHS Library **before March 7th** if you do not qualify for a fee reduction, but will need financial assistance. Other avenues of funding may be available.

WEBSITE

More information about exams, registration, and college credit for exam scores is available at <http://chs.cusd.com/counseling/testing/>

Electronic copies of the enclosed forms are also located there.

I look forward to working with you and your student(s) as we prepare for this year's exam administration. Please feel free to contact me with any questions or concerns you may have.

Sincerely,

Jennifer Linares
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