

2020 AP Exam Registration Form - Hammond High School - Notes on Reverse

Beware November 8, 2019 Online Cutoff - (\$40 Late Fee After November 15)

Step 1- Print Student Identification and Contact Information, V E R Y L E G I B L Y :

Name: _____	EMail: _____
Phone: _____	Circle Grade: 9th 10th 11th 12th Advisor: _____
Accommodations Request: _____	SSD # _____

Step 2 - Circle your Exam Selections and indicate your T E A C H E R S' initials in the space:

05/04 08A United States Government and Politics _ 12P Physics C: Mechanics _____ 02P Physics C: Electricity and Magnetism __	05/11 08A Biology _____ 12P Chinese Language and Culture _____ Environmental Science _____
05/05 08A Calculus AB _____ Calculus BC _____ 12P German Language and Culture _____ Human Geography _____	05/12 08A Seminar _____ Spanish Language and Culture _____ 12P Latin _____ Psychology _____
05/06 08A English Literature and Composition ____ 12P European History _____ Physics 2: Algebra Based _____	05/13 08A English Language and Composition ____ 12P Microeconomics _____ Music Theory _____
05/07 08A Chemistry _____ Spanish Literature and Culture _____ 12P Japanese Language and Culture _____ Physics 1: Algebra Based _____	05/14 08A Comparative Government and Politics __ World History: Modern _____ 12P Italian Language and Culture _____ Macroeconomics _____
05/08 08A United States History _____ 10A Studio Art: 3-D Design Portfolio _____ 12P Art History _____ Computer Science A _____ 01P Studio Art: 2-D Design Portfolio _____ 02P Studio Art: Drawing Portfolio _____	05/15 08A Computer Science Principles _____ French Language and Culture _____ 12P Statistics _____

Step 3 - Parental Permission:

Due to resource considerations, some exams may be administered off-campus. Students/parents will be responsible for transportation to and from the exam sites. Parents must sign the following acknowledgement:

My student has my permission to leave the school for AP testing. I understand that Howard County is not providing transportation and cannot be held responsible for the student once the student leaves school property.

(Parent Signature)

Step 4 - Compute Fees/Submit Registration:

A) The regular Exam Fee is \$94/Exam. The Reduced Fee amount is \$15/Exam. Reduced Fee Eligibility is based upon the criteria posted at <https://apcentral.collegeboard.org/ap-coordinators/exam-ordering-fees/exam-fees/reductions> Financial aid is also available for students that do not qualify under College Board criteria. Contact Mr. DiFato to determine financial aid eligibility.

B) Calculate the total owed for Exam Fees, add Late Fees, if required, and write a check payable to Hammond High School: Credit Card payment available on Hammond HS Website until 11/8/19

Record the Exam Count __, the Check/CC Amount \$ _____ and Check#/CC Transaction # _____

C) Copy this form for your records and deliver it to the guidance office with your payment.

Cathy Wilson(AP Coordinator)
410-313-7620 ... catherine_wilson@hcpss.org

Points-of-Contact

Alexander Kosisky(Guidance Office)
410-313-7620 ... Alexander_Kosisky@hcpss.org

Instructions for 2020 AP Exam Registration Form-Hammond High School

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For exam content and format, see : www.apcentral.collegeboard.com

- Step 1) Complete Exam registration includes Registering Online with College Board, this HCPSS Registration Form/Permission Form, and Exam Payment. Your teacher can advise you regarding the selection of AP Exam (English Language versus English Literature, Calculus AB versus Calculus BC, etc.) If you have conflicting exams scheduled for the same time slot, Late Exam Testing will be May 20th - May 22nd. There are additional circumstances under which Late Testing (with an alternate form of the exam) can be arranged. Some of these circumstances would require additional fees. If you need to schedule an exam during the Late Testing interval, contact the AP coordinator as soon as possible.

Because of resource considerations, not all exams will be administered On-Campus. At some schools, Off-Campus test sites are the exception. At others they are the rule. Regardless of the situation, parents must give permission for students to be away from their regularly scheduled classes to participate in AP Testing, and to leave the school premises, if necessary. Parents and students must also acknowledge that they are responsible for transportation to and from the exam sites.

- Step 2) College Board allows fee reductions for students with acute financial need. Additionally, there is a Maryland State Department of Education grant that provides assistance. Students who are eligible for free or reduced-cost lunches (under the National School Lunch Act) qualify for fee reductions for each exam they take. The Reduced Exam Fee cost is \$15/Exam. College Board criteria can be found at <https://apcentral.collegeboard.org/ap-coordinators/exam-ordering-fees/exam-fees/reductions>. If you need assistance but are not eligible for free or reduced-cost lunches, contact your Mr. DiFato to see if additional support is available.

- Step 3) The Late Fee for missing the registration deadline is per Exam, not per Registration. Registrations submitted after 11/15/2019 will require a \$40 late fee. This fee is assessed by College Board.

Students who cancel their exam registration after College Board has processed the school's order will receive a refund less the \$40 unused exam fee. This fee is assessed by College Board. Cancellations made after the exam session begins will receive no refund, except in emergency circumstances. Refunds will be processed after May 25.

- Step 4) Testing Accommodations are available for students with documented disabilities. If you have a disability but have not yet documented it with The College Board, please contact the AP Coordinator or Guidance Office immediately!