



2017 ADVANCED PLACEMENT (AP) EXAM REGISTRATION INFORMATION

Registration Dates: February 1 – March 1, 2017

Exam Dates: May 1 – 12, 2017

Exam Fees: \$93.00* per AP Exam

Payment Option:

Credit Card – Online Registration – See directions.

Test Accommodations:

Students with documented disabilities (IEP or 504 plans) may be eligible for accommodations on AP Exams. In order to use accommodations on AP Exams, the student must see their 504 Coordinator or Case Manager to request applying *prior to* being approved by College Board Services for Students with Disabilities (SSD) **before February 13, 2017.**

Make sure your student is approved for test accommodations from College Board. Contact Mrs. Kaminski at (847) 718-5002 or kathleen.kaminski@d214.org for more information.

Two AP Exams scheduled at the same time:

Contact Mrs. Kaminski at (847) 718-5002 or kathleen.kaminski@d214.org

Late Fee:

*There will be a \$55.00 late fee assessed on AP exam registrations *after* March 1, 2017.

Refund Policy:

The AP Program charges for exams ordered but not used. Therefore, a fee of \$25.00 will be deducted from the refund of each test a student does not take. All refunds will be processed in June. *Cancellations of any test must be requested by 4/28/17 or NO refunds will be issued.*

Attendance:

On the day of your student's AP exam, students will be excused for the entire day and there is no need to have a parent call. However, students may return to class after signing in at the Attendance Office.

Test Dates and Times:

1. Morning tests start at 7:30 am. Afternoon tests start at 12:00 pm.
2. Students will NOT be permitted to leave a test for any reason (including work, athletics or activities).
3. It is the responsibility of the student to notify coaches, sponsors, or supervisors of their testing schedule.

Testing Location:

John Hersey High School
1900 E. Thomas
Arlington Heights, IL 60004

Specific dates, times and locations will be provided through AP classes, posted outside the A.R.C. doors on the new Assessment Center Bulletin Board, and under Assessments on the new JHHS website.

Transportation:

Students must provide their own transportation and arrive on time for the exams. The school does not provide transportation.

AP Online Parent Registration Directions Cont.

Parent Permission:

The parent/guardian acceptance on the Registration Form will be considered permission for your student to take the Advanced Placement Test(s) and acknowledges that the student will provide his/her own transportation to the testing location(s).

Advanced Placement registration period is February 1 through March 1, 2017.

Please do NOT wait until the last day to register. The website is used by **ALL District 214** schools so it may be difficult getting on the website the final day of registration.

MOBILE DEVICES are not accepted. The following web browsers can be used for online registration: Explorer, Safari, Firefox and Chrome.

Parent/Guardian should complete the following information on the online enrollment website.

1. Go to <http://jhhs.d214.org>
Click on the **Trending Page**, Click on **AP Registration** in the right-hand column.

Page 1 – District 214 Advanced Placement Test Registration 2017

Complete the following: student's ID #, school, date of birth, and phone number. Then Login.

Page 2 – High School Advanced Placement Test Registration 2017

Verify that your student's information is up to date. Contact the school's registrar to make corrections.

Please check each AP Exam your student plans to take. **IT IS IMPORTANT TO NOTE: YOU NEED TO REGISTER FOR ALL AP EXAMS AT THE SAME TIME... Please use caution when entering.** You may want to have your student's current schedule on hand so that you will register for the appropriate test(s), for example: **English Language vs. English Literature, Calculus AB vs. Calculus BC**

Please review the information you completed.

Parent/Guardian should read the Permission Statement, check the agreed box, and type his/her initials in the designated box.

Next, select "Proceed to Payments."

Page 3 – Tests and Payment Options Page

Verify student information and test(s) selection.

Select payment type.

Enter credit card information.

YOU WILL NOT BE ABLE TO MAKE CORRECTIONS OR ADDITIONS AFTER YOU HAVE SUBMITTED THE REGISTRATION. PLEASE VERIFY THE INFORMATION ONE MORE TIME.

Then click Submit – **ONCE PLEASE**

Page 4 – Transaction Information

Print this page for your records.

You can select "Register another student" or "Logout"

If you have any questions, please contact
Mrs. Kathleen Kaminski at 847-718-5002 or kathleen.kaminski@d214.org