

TO: All Students Planning on Taking an AP Exam

FROM: Dave Trajtenberg

RE: AP Test Registration Time Line & How to Register Online

In order to take an AP Exam, you must follow these dates and procedures. Please see the reverse side of this document for specific instructions on how to register online for AP exams.

2/1/2009 Opening of AP Test Online Registration Window.

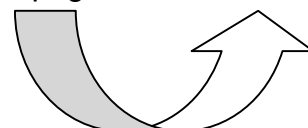
4/8/2009 3 PM Deadline for registering online and paying a regular fee (\$86) for each AP Exam. Payment must be made by **check** and submitted to Lauren Lough in the front office. Late payments and registrations will incur a late fee of \$50.

4/9/2009 Late registration period begins at 7:00 AM.

4/15/09 **LATE REGISTRATION DEADLINE** - 3 PM Deadline for registering online and paying a late fee (\$136) for each AP Exam. Payment must be made by **check** and submitted to Lauren Lough in the front office. This is the LAST day that you can register for AP Exams.

4/16/2009 AP Exams ordered by School Testing Coordinator.

Turn page for instructions



STEP 1 – How to Register online for an AP test

1. Go to the following website: <http://schools.bvsd.org/boulderhigh/default.aspx>
2. Click on Advanced Placement Program under the Programs/Groups section.
3. Scroll to the bottom of the page and click on Boulder High AP Test Registration Form. This link will take you to the official AP test registration page.

The page looks like this:

Boulder High School AP Test Registration

AP students must use this form to register for AP tests.

1. Please fill in all of the contact information. (Make sure to enter your first name, last name, and student ID number as written on your BHS Student ID).
2. Place a check mark to each test you wish to take and choose the teacher that teaches your class.
3. Click "Next >" to continue to the next step.

The cost of each test is \$89. You may write one check for the total test fee. Please make checks payable to "Boulder High School".

Students who wish to request a testing fee waiver need to fill out a Fee Waiver Form (4099) and see Dave Trajtenberg by (date TBA).

Contact Information	
Student First Name	David
Student Last Name	Trajtenberg
Student ID Number	123456
Student Email	david.trajtenberg@bvsd.org
Home Phone	303-447-5304

Choose your test(s):

- Biology
- Calculus AB
- Calculus BC
- Chemistry
- Computer Science
- Environmental Science Hobbs, Nathan
- European History
- French
- German
- Human Geography Weatherly, Mark
- Japanese
- Language & Composition
- Latin
- Literature & Composition Gossard, Holly
- Macro Economics
- Music Theory
- Physics

4. Read ALL instructions very carefully and complete the registration form.
5. When selecting the test, make sure that you select the appropriate teacher in the pull down menus on the right.
6. When you get to the next page, **MAKE SURE** all of your information is correct and then click "Confirm."
7. You **MUST** print out the next page and submit the printed confirmation with your payment. It looks like this:

Thank you Dave! Your request has been submitted.

IMPORTANT NOTICE!
Completing the online test registration DOES NOT ensure that you get to take the test. You will only be confirmed to take a test once your payment is submitted.

To complete your registration, you **MUST** print this page and submit it with your payment in an envelope to Lauren Lough in the front office.

Requested Test(s):		
Test	Teacher	Cost
Environmental Science	Hobbs, Nathan	\$84
Human Geography	Weatherly, Mark	\$84
Literature & Composition	Gossard, Holly	\$84
TOTAL:		\$252

Your payment of \$252 is payable to "Boulder High School" and (along with a printed copy of this page) is due by 3/7/2008 at 3:00 PM.

STEP 2 – Make a Payment to the Front Office

1. Bring a **check** for the full amount indicated on your confirmation page to Lauren Lough in the front office **NO LATER THAN 4/8/09 at 3 PM.**

IMPORTANT NOTICE!

Completing the online test registration DOES NOT ensure that you get to take the test. You will only be confirmed to take a test once your payment is submitted to the front office. In other words, no payment – no test.