

Bay Port High School



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Dear AP Students and Parents,

There are several time-sensitive steps to complete to register for the May 2024 AP Exam.

Students must have a College Board Account (www.collegeboard.org). The College Board account login is used for PSAT, SAT, and AP. If you have ever created an account for one of these, you have already completed this step. **Please do not create a second account.** If you do, it could prevent all of your SAT scores or AP scores from going to the correct college.

Here are some helpful hints to set up your account or verify the information of your current account:

- Use the formal name on the account (i.e., Elizabeth instead of Liz).
- Students should use a **personal Gmail account**, not a parent's e-mail address. If you already have an account, please check this and change it if necessary.
- If you have problems with your account, please contact College Board. High Schools are not linked to them, so we cannot help with issues and they will not talk to the counselor on your behalf.
- **Please put your College Board login somewhere in your phone – in the notes or a photo of the username and password. You will use this multiple times in high school, so you will want to remember it.**

Exam Cost – Each exam is \$98. The deadline to pay is the start of school with a firm deadline of **November 1, 2023**. Payment must be made through [RevTrak](#).

[Exam Schedule](#)

[Parent Resource: Understanding AP](#)

Late and Cancellation Fees – AP Exams are ordered in October. Late payment will include a \$40 fee in addition to the regular exam fee. Should a student not take the exam for any reason parents/students are responsible for the \$40 unused/cancellation fee. Students receiving financial assistance may qualify for a reduced exam fee.

If you have any questions please call my office at 920-662-7114, or visit our [website](#).

Sincerely,

Michael Blaha
AP Coordinator
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