

November 4, 2016

Dear AP Student,

As an AP student, you are taking part in the most widely accepted college-level academic program available to high school students. Your hard work in your AP courses is helping you prepare for the AP Exam, and will ultimately enhance your ability to succeed in challenging college coursework.

All 2016-2017 students who have taken or are currently enrolled in an Advanced Placement course should register to take the corresponding AP Exam. For the 2016-2017 school year, all AP Exams will be paid for by the Millard Public Schools Foundation as long as you have been enrolled in that same AP class that school year. Please note the following disclaimer:

- AP students who take a late test will be charged \$45.00 (unless waived by Administration because of a school sponsored activity).
- Students who do not take their AP Test that they are registered for, will be charged a \$15.00 unused exam fee.
- If a student misses the AP Test Registration deadline, students must be approved by Administration to sign up for the AP Exam. This constitutes a late order and there is a \$55.00 fee.
- All students will receive the AP Registration deadline and late fee information through AP Classroom teachers, email, AP Information Night, Millard West Web-site and Announcements.

It is imperative that students who register for the AP Exams actually take the provided exams. If you register for an AP exam and attempt to cancel, there is an unused exam fee and you must speak to Dr. Allen prior to attempting to cancel.

Students who have enrolled in UNO Dual Enrollment and completed the Millard West course successfully will be expected to take the corresponding AP Exam. These exams are paid for by UNO.

*****Students will register for their AP exam in their AP class that they are enrolled in for the 2016-2017 school year no later than Friday, February 24, 2017. Any changes to the order after the deadline date needs to be addressed individually with me in my office.**

Attention: The student's signature on the AP Registration Roster is confirmation that he/she is registering for AP Exams for May 2017. An AP Exam will be ordered for the student and it is expected that the student takes the exam. Each exam ordered costs the Millard Public Schools Foundation \$93 per exam.

If you have any questions regarding AP Exams, please contact me at (402) 715-6007.

Sincerely,

Dr. Jennifer Allen
Assistant Principal /Curriculum & Instruction /AP Coordinator
Millard West High School

