

August 10, 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.

Following this letter, you will find information and directions regarding online AP exam ordering for AP tests that will be given at Millard West in May 2017. **All 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. Please note the following exceptions:

- AP students who take a late test will be charged \$45.00 (unless waived by Administration).
- 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.
- Attendance at the AP Kickoff Night on March 30 will be an opportunity for you to confirm that you have received this information and that you are signed up for the appropriate test.
- All students will receive the AP Registration deadline and late fee information through Naviance, G-Mail, Twitter, AP Teacher, 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 decide 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 should also be ordered online and the "Dual Enrollment" option with the correct teacher should be checked. These exams are paid for by UNO.

*****Test orders/registration should be completed online (through Naviance) 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.**

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

AP Test Registration 2016-2017

To register for your AP Exams, you will need to follow three very simple steps:

- 1) **Log on to your Naviance account** (this can be accessed through the Millard West Home Page) or the following link: [Access to Naviance](#)
- 2) After successful login, **click on the “About Me”** tab near the top of the page.
- 3) Click on the survey link in the top left corner that says “AP Exam Orders 2016.” Fill out all the information requested on the survey, and make sure you have answered every required question.

***This survey/ordering will be open and available for adjustment until **Friday, February 24, 2017**. After that date, you will need to see Mrs. Mooberry in the attendance office or Dr. Allen to make adjustments.