

Intradistrict Communication

DATE: July 29, 2021
TO: Secondary School Principals
FROM: Christen Richards-Khong
SUBJECT: 2021-22 Advanced Placement Beginning of Year Planning Steps

Please note beginning of year planning steps for your Advanced Placement coordinator training, course audits, and student registration. If you have assigned a new AP coordinator for your school, please notify Chris Westra of the change. Please send Chris Westra the contact information for your new coordinator.

Planning for AP 2021-22 School Year

- **AP Coordinator Training-** Free 3-hour online workshops for new and experienced AP coordinators. These interactive workshops will allow participants to work in small groups. AP Coordinators can [register now](#) to reserve a spot; due to the format of this workshop, space is limited.
- **AP Course Audit -** Teachers and a school administrator will need to complete and submit the AP Course Audit Form. Courses must be submitted for audit approval for a class section to be created in the AP Registration & Ordering System. Below are key links:
 - [About AP Course Audit](#)- General information
 - [AP Course Audit by Role](#)- Steps for teachers, administrators, etc.
 - [AP Course Audit by Course](#)- Course specific information
 - [AP Course Audit Calendar](#)- Key dates and deadlines for AP teachers and administrators
- **AP Registration and Ordering Access Codes**-in August AP coordinators and principals on file will receive an email with your school's unique AP registration and Ordering (APRO) access code. This code can be used to launch the new school year's APRO.

CC: Brad Sorensen, Cody Curtis, Shelley Nordick
CRK:cw