# Intradistrict Communication

DATE:          Thursday, August 1, 2019

TO:             All High School Principals

FROM:        Dr. Anthony Godfrey, Superintendent of Schools
                   Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT:    Fall AP Exam Registration Information

The College Board is now requiring that students register for their AP exams in the fall. AP School Coordinators should receive an access code by email (on or about August 1st) and by mail near the start of the school year.  If AP School Coordinators have not received their access code, they will need to call 877-274-6474.

Once the access code has been received and before the start of school, the AP School Coordinator will need to sign into myap.collegeboard.org to enter the access code and complete the initial setup steps for AP registration and ordering.  The AP School Coordinator will also need to enter all AP class sections in the system and then notify AP teachers when their class sections and join codes are available.

AP teachers will need to log onto myap.collegeboard.org to access those join codes and provide them to their students.  On the first day of class, AP teachers will need to copy and distribute the join code assignment for all AP students and have them register.

Please see the attached documents for more information for AP School Coordinators, AP teachers, and AP students.  In addition, please see part 1 of the AP School Coordinator Manual.  School administrators are encouraged to share this information with their AP School Coordinator and AP teachers.

For questions about this new registration process or any other AP exam-related issues, please contact the College Board directly at 877-274-6474 or fill out an inquiry form at this link: https://apcentral.collegeboard.org/ap-services-inquiry-form