



Floyd E. Kellam High School

2665 West Neck Road, Virginia Beach, VA 23456

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Dear Kellam High School Advanced Placement Students and Parents:

We are thrilled you have made the decision to challenge yourself academically through the Advanced Placement (AP) program. Advanced Placement is a program of college-level courses and exams that offers high school students a rigorous academic experience and the potential to earn college credit. Each year in May, students across the country take the AP exams. As a student in the AP Program at a Virginia Beach City Public High School, please remember that you are expected to take the AP exam for the courses in which you are enrolled.

This year, exams will be given May 6-May 17, 2024. 2024 AP exams will cost \$98 with the exception of AP Seminar and AP Research, which cost \$146. If your student qualifies for the free/reduced lunch program, your student is eligible for an exam fee waiver. Students must indicate they qualify for free/reduced lunch during their exam registration. AP Exam registration will be pending until free/reduced lunch status is confirmed. Please visit www.schoolcafe.com to submit a free/reduced lunch application if you have not already done so for this school year.

AP exam registration is a **two-part** process. First, students must be enrolled in their online AP classrooms through their myAP College Board account. Students will work with their teachers in class to join their AP Classrooms. Exam preference defaults to YES, so once a student joins their AP Classroom, it will say they are registered for that AP exam with College Board. However, to secure registration, students must also register and pay for their AP exams in Total Registration. Please visit www.TotalRegistration.net/AP/472287. Families have the option to pay in full during registration, or may choose to secure their registration with a \$40 deposit per exam. Registration is not complete until the student has paid and received the confirmation page that is provided at the end. We strongly recommend that parents and students complete this process together to ensure the accuracy of the registration information. For further details, please view this [AP Registration video](#). **Both steps must be completed by Wednesday, November 7, 2023. Students who have not completed both steps and secured registration with payment of at least the deposit will have their exam preference changed to NO in their College Board account and an exam will NOT be ordered. All exam fee balances must be paid in full no later than Friday, March 8, 2024 at 11:59pm.**

College Board will assess a **\$40 late registration fee per exam between November 15th and March 8th and a \$40 cancellation fee for exams canceled after November 15th**. Please note, once payment is made, students must request to cancel their exam in Total Registration to receive a refund less the cancellation fee. More information about the AP Refund policy can be found on the Total Registration website.

Please contact the AP Coordinator, Mrs. Juliana Caruso (juliana.caruso@vbschools.com) if you have any questions.



VIRGINIA BEACH CITY PUBLIC SCHOOLS
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Important Dates and Fees

	Dates	Fees
Exam Registration	Deadline: November 7, 2023 Joined AP Classroom in College Board account AND registration and deposit paid in Total Registration	Base Fee: \$98 AP Seminar and Research: \$146
Late Registration	Exam ordered between November 15 – March 8	Exam fee + \$40 fee
Balance due in Total Registration for ALL AP students	Deadline: March 8, 2024	Exam fee +late fee if applicable
Unused/ canceled exam	Exam that is canceled or not taken by the student	\$40 (Student may receive refund less the \$40 cancellation fee)

AP Student Check-List

- Sign in to myap.collegeboard.org using your College Board student account login. If you don't have a student account, click the **Sign up** link.
- If you have not already done so, click the **Join a Course or Exam** button and enter the join code your teacher gave you. If you do not have a Kellam AP teacher for an exam you wish to take, see the AP Coordinator for the join code. Complete this step **by November 7, 2023**.
- Your exam decision in College Board defaults to YES. NO further action needed in College Board.
- Register and pay at least \$40 for each AP exam at [Total Registration](#) by **November 7, 2023**
- If applicable, pay your remaining total exam balance in Total Registration by **March 8, 2024**.

Registration for AP exams is **not complete until you enroll in AP Classroom in your College Board account **AND** pay your balance in full through Total Registration*

