

PATRICK T. DREW  
Principal



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JENNIFER A. ENRIETTA  
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## CARLINVILLE HIGH SCHOOL

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October 5, 2023

Dear Parent/Guardian:

It's that time of year for your student(s) to begin thinking about registering to take an AP Exams. Exams are given in May, but registration and payment occurs during 1<sup>st</sup> semester. Please look over the registration process that is explained below. If you have any questions, feel free to call me.

### Registration Process:

- Students will need to create an account within the [myap.collegeboard.org](http://myap.collegeboard.org) website for all AP courses they are enrolled in
  - Students will do this with their AP teachers during each of their AP classes
- The deadline to register and pay for an AP Exam is November 8, 2023
  - Students will register for an exam using their [myap.collegeboard.org](http://myap.collegeboard.org) account
- Each AP Exam a student registers to take is \$98. Fee waivers are available for students who qualify.
  - Payment for AP Exams are due by November 8<sup>th</sup> and should be given to Mrs. Enrietta. Checks should be made payable to CHS.
  - Exams that are not paid for by November 8<sup>th</sup> will not be ordered. Please talk with Mrs. Enrietta if you have questions or concerns.
- If a student registers and pays for an exam and then chooses not to take the exam after the November deadline, the student will forfeit \$40 per exam not taken.
  - In other words, a student (or parent/guardian) will only be able to receive a \$58 refund for any unused exam.

Please do not hesitate to contact me by phone or email if you have any questions or concerns. My email address is [enriettaj@cusd1.com](mailto:enriettaj@cusd1.com).

Sincerely,

Jennifer A. Enrietta  
School Counselor and AP Coordinator

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