

**Advanced Placement (AP) Portal Enrollment
HCPSS School Year 2019-2020**

AP Course Name: _____ AP Teacher: _____

Dear Parents and Guardians:

In order to register for the AP exam, each student must create an account online with the College Board's AP Portal. Through this account, teachers may provide students with a "join code" to access new online tools which allows students to track their progress in developing content knowledge and skills and receive more direct teacher feedback. A College Board account is required in order to register for an AP exam and to access the new AP tools. Additionally students will continue to complete registration procedures provided by the school.

Instructional tools in the portal include progress checks for units, practice questions and exams, and unit processing questions to support and reinforce student learning. The use of the tools is optional for both teachers and students.

Please indicate the level of permission you grant for use of the AP portal.

I give my student permission to use the AP portal as indicated.

- I give permission for the use the AP portal for both instructional tools use and exam registration.
- I give permission for the use of the AP portal for exam registration only. I understand that in order to complete an assignment for this course, my student may be assigned alternative paper-and-pencil tasks.
- I do not give permission for the use of the AP portal. I understand that my student will not be able to register for the AP exam and that in order to complete an assignment for this course, my student may be assigned alternative paper-and-pencil tasks.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please return the signed document to the classroom teacher.

Students must register for the exam in the College Board Portal by no later than November 1st and complete the Naviance registration form and submit it to the school to complete the registration process. After November 6th, students will incur a \$20/exam late fee. College Board charges at \$40/exam late fee for every registration submitted after November 15th. Because the AP coordinator has to approve any changes in the College Board system, students should not wait until the last minute to register, as the coordinator may not have time to approve changes, resulting the College Board charging late fees. Any registration submitted after November 1st may not be processed in time to avoid fees. ALL students should complete both the Portal and Naviance registrations by November 1st.

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