



BRANDYWINE SCHOOL DISTRICT

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LINCOLN HOHLER
Superintendent

JOHN A. SKROBOT, III
President, Board of Education

JASON HELLER
Vice President, Board of Education

September 15, 2022

Dear AP Students and Guardians:

Committing to taking an Advanced Placement (AP) class at Brandywine High School is a proud and serious decision that exposes students to the rigor and depth of knowledge required to show potential for success in collegiate coursework. Each AP class has a suite of tools and resources provided by the College Board through the student’s My AP Classroom account which uses the same login credentials as their College Board account. Students get personalized feedback through digital tools that provide support, and AP teachers are able to track student performance throughout the year. Some courses have required submissions to the College Board throughout the year and the teacher will make those details and deadlines clear in class. Students will take AP Exams from May 1-12, 2023 with scores available in July. Students were given “join codes” for each AP course during the first week of school to connect to their classes and indicate their decision to take the AP exam in May. Students should *not* create a duplicate College Board account if they do not remember their credentials, but should use the forgot features instead. Students must change the “undecided” intention to test as “Yes” or “No” in their My AP Classroom account for each exam.


The exam fees and fee reductions for this school year are listed below. The Fall registration window and fees encourage students to commit to the exams early and stay engaged throughout the year, increasing their chances of earning college credits. Guardians are encouraged to fill out both a Meal Benefit Form and the Free/Reduced Parental Consent Form, which allows us to verify whether or not a student qualifies for a fee reduction for AP exams (as well as SAT, ACT, and NCAA account fees, as applicable). These forms must be submitted in the school counseling office by the deadline and forms are available from AP teachers, the school counseling office, in the BHS AP Student Group on Schoology, or at <https://family.titank12.com>. If a student qualifies or participates in the AVID system, they will be charged the reduced rate. Any late order fees will apply to all students, and unpaid fees will become an obligation for events/graduation.

Please adhere strictly to all deadlines below as exceptions may not be possible for lateness.

Steps to Take	Description/Deadline	Deadline	Fee
Join AP Course(s)	Use code from teacher for each AP class in My AP Classroom account	10/1	N/A
Set Intention for Exam Registration	In My AP Classroom change exam registration to “Yes” or “No” from the default “Undecided”	10/31	N/A

Fee Waiver Forms	Submit completed Meal Benefit <i>and</i> Parental Consent forms to School Counseling Office	10/31	N/A
On-Time Order	Registration decision is “yes” in My AP Classroom and exam fee paid	11/1-9	\$97 for most exams \$145 for AP Seminar/Research \$5 for fee reduced exams including AP Seminar/Research
Late Order	Exams ordered after the deadline	11/10-3/13	\$40 per exam <i>plus</i> the base exam fee
Unused/Canceled Exam	Student changes their mind about or is a no show for a paid exam	After 11/10	\$40 for each exam not taken replacing the base exam fee

Payment Options:

Electronic Payments from 11/1 - 11/9	In-Person Payments Monday through Friday 7:00am-2:30pm from 11/1 - 11/9
<p>Access link on the Brandywine High School website for Online Payment Portal using a credit/debit Visa, MasterCard, or Discover at: BHS Payment Portal or photo the QR code below. Please add all exam titles in the Description field when making an electronic payment.</p> 	Cash
	A singular personal check in the total amount for all exams taken by all students in the household made out to “BHS AP”
	Money Order made out to “BHS AP”

If you wish to learn more about AP, you may visit the College Board website at: <https://apstudents.collegeboard.org/> or you can email apexams@info.collegeboard.org. If you have specific questions about the processes for Brandywine High School, please contact me for more information. I wish you a fulfilling and successful school year in AP!

Sincerely,
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 College Board Testing Coordinator
 Brandywine High School
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