

HARTLAND HIGH SCHOOL

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February 5, 2018

Dear Parents,

This letter contains important information about registering for 2018 AP Exams. Hartland High School will be offering select AP tests during the month of May. Students take these examinations in hopes of receiving Advanced Placement credits for college. You can view extensive information about the AP exams at www.collegeboard.com.

We will be using the Total Registration website to order AP exams. Total Registration will allow you the flexibility to purchase the exams with credit cards, debit cards, or by mailing them a check. This organization will also help with communication, as it will e-mail parents and students room assignments (when they are made), and include an option to allow students to receive text messages with important reminders.

For the 2018 AP exams, students who choose to purchase AP Exams will need to register online between **Monday, February 5, 2018 and Friday, February 16th, 2018 at 11:59 PM. 2018 Advanced Placement exams cost \$102.00 per exam.** Families who qualify for free/reduced lunch will be able to request financial assistance through the website and receive a reduced rate.

A late registration period will take place from February 17th until February 24th, 2018. A \$20 late fee will be added to the price of each exam purchased during late registration.

In order to register, students should click on the link provided on the Hartland High School Counseling website or visit www.TotalRegistration.net/AP/231900. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed the pdf of the confirmation page that is provided at the end. We know that parents may desire to register their students for exams; however, we strongly recommend that parents and students are both present while registering to ensure that the correct exams are selected. Some exams have very similar names.

Here are the important dates for the registration process:

- Monday, February 5, 2018 at 7:00 AM - Registration Begins
- Friday, February 16, 2018 until 11:59 PM - Last day to register without paying late fee penalty
- Saturday, February 17 at 12:00 AM - Registrations and payments after this date/time will incur a \$20 late fee per exam.
- February 24, 2018 at 11:59 PM - Late Registration Ends
- Wednesday, April 25, 2018 after school or during 4th hour (for those unable to stay after school) will be a **mandatory** pre-administration session for any students signed up to take an AP exam.

Please note that all refunds will be coordinated through Total Registration. **To get a refund you must log into your Total Registration Account and cancel your exam.** To receive a **full refund**, you must log in and **cancel your exams by the end of the day on February 24, 2018.**

(See back)



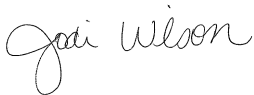
If you cancel your exam between February 25th and May 18th you will receive a refund of \$77.00, after all exams have been administered (\$15.00 is retained by College Board \$5.00 goes toward proctors hired, and \$5.00 covers our cost to use the online registration service.) Students who purchase an exam in February, but do not show up for the exam on the test date in May must go back into their registration account online and cancel before their scheduled exam time ends, in order to get a refund. After May 18, 2018 there will be no refunds as we must pay College-Board the full amount.

The dates and times of the exams are below for your reference. Most exams will be held at the Hartland Educational Student Services Center, located on M-59. Students are expected to make arrangements for transportation in advance of their test date. Students will be excused from school the full day of their scheduled exam. Students cannot leave the test early if they finish before testing time has expired, therefore they are expected to make arrangements in advance with coaches or workplaces. More information regarding room assignments will be given toward the end of April.

Chemistry	Monday, May 7	8:00 AM
Psychology	Monday, May 7	12:00 PM
Spanish Language and Culture	Tuesday, May 8	8:00 AM
Physics 1	Tuesday, May 8	12:00 PM
English Literature and Composition	Wednesday, May 9	8:00 AM
United States Government and Politics	Thursday, May 10	8:00 AM
United States History	Friday, May 11	8:00 AM
Computer Science Principles	Friday, May 11	12:00 PM
Biology	Monday, May 14	8:00 AM
Physics C: Mechanics	Monday, May 14	12:00 PM
Calculus AB	Tuesday, May 15	8:00 AM
Calculus BC	Tuesday, May 15	8:00 AM
English Language and Composition	Wednesday, May 16	8:00 AM
Statistics	Thursday, May 17	12:00 PM
European History	Friday, May 18	12:00 PM

If you have any further questions regarding signing up for AP exams, please contact me.

Sincerely,



Jodi Wilson
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