**Loch Raven High School**

**1212 Cowpens Ave Baltimore, MD 21286**

September 26, 2022

Dear Parents/Guardians of Advanced Placement Students,

Students currently enrolled in AP courses at Loch Raven High School already realize the value of taking such demanding courses. AP courses not only allow students the opportunity to study a subject in greater depth but also help to prepare them for college level work.

For the 2023 AP exams, students at Loch Raven High School will be registering online using a system called Total Registration. Online exam registration will begin on Monday, September 26, 2022 and end on Friday, October 28, 2022 at 11:59 PM. Students who register late between November 16, 2022 and March 1, 2023 will incur a $40 late fee.

The AP exam registration process is two steps, but both can be completed in one sitting when the student and parent/guardian do this together. Both steps must be completed in order to have AP exams ordered:

**Step 1:** Begin the process by registering at [TotalRegistration.net/AP/210108](https://user.totalregistration.net/AP/210108). Here you will indicate both the AP courses you are taking this year and the exams you wish to take. You will receive your join codes and directions to complete the second required step. Any exam fees will be paid online, so be sure to have a **debit card or credit card available before beginning registration**. Paying online is a great way to make sure that payment has been made while avoiding mailing a check for payment. No cash is accepted at the school to pay for exams.

**Step 2:** Use the join codes provided at the completion of step one to enroll AP Classroom. If this step is not complete, the exam can not be ordered (this should already have been done but please double check your student has done this).

This year, each AP exam costs $97.00. Loch Raven High School wants every student to be able to take their AP exam. This year, the first exam for all students will be paid by BCPS. Any additional exams will be $97. ***Any student*** requiring financial assistance should complete the *Universal Fee Waiver Letter* form, which was distributed the in the back-to-school packet or is online in the LRHS AP Student Community Schoology page. Student can also locate the form on [the LRHS website](https://lochravenhs.bcps.org/students). Fee reductions will bring the cost down to $53 (all AVID students are eligible for this reduction regardless of financial need).

Here are the important dates for the registration process:

* Monday, Sept 26, 2022 - Registration begins.
* Nov. 15, 2022 at 11:59 PM - Registrations and payments after this time will incur a $40 late fee per exam.
* Fri, Nov 15, 2022 - Registrations that have not been paid for will be cancelled and exams will not be ordered.
* Fri, Nov 14, 2022 – This is the last day to cancel an exam and receive a full refund.
* Fri, March 15, 2023 – This is the last day to cancel an exam with a cancellation fee of $40.00 (partial refund may be available)

AP exams will be administered between May 1, 2023 and May 12, 2023. The link to the schedule can be found here: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates> . Further information about the logistics of testing, including specific dates, times, and locations, will be distributed as we get closer to testing. If you have any questions regarding registration for the AP exams, please contact Ms. Miller at LVoos@bcps.org.

 Sincerely,

Leanne Voos

AP Coordinator

Loch Raven High School