**SECOND SEMESTER AP STUDENT CHECKLIST.**

PPS Students → You must take the following actions by the due date to take an AP Exam in May/June 2021. More information available at [**www.pps.net/APTesting**](http://www.pps.net/APTesting)**.**

**Steps 1 - 4 MUST be completed to take an AP exam.**

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| **DUE DATES** | **Details** |
| **STEP 1 - due by February 5, 2021**   * Create or update your MyAP account at [myap.collegeboard.org](https://account.collegeboard.org/)   *\* If a student is having trouble logging on, the student must personally call the College Board at 866-315-6068.* | Enter the school code listed below:  Benson 380840 Lincoln 380900  Cleveland 380855 Madison 380910  Franklin 380870 Roosevelt 380910  Grant 380880 Wilson 380937  Use a **personal email address** (not student.pps.net). |
| **STEP 2 - due by February 5, 2021**   * Sign up for **your online class** at [MyAP](http://myap.collegeboard.org). | Each AP teacher will give you a **COURSE join code.**   * Enter each code by clicking on the yellow “Join a course or exam” button. * Watch [this video](https://youtu.be/ISIkjZ7AryE) or read [this](https://apcentral.collegeboard.org/pdf/joining-your-ap-class-section-students.pdf) for more information. * *Families: Learn more about* [*AP Classroom*](https://blog.collegeboard.org/parent-resource-understanding-ap?excmpid=SM51-PR-1-tw)*.* |
| **STEP 3 - due by February 15, 2021**   * Sign up for **the exam** on [MyAP](http://myap.collegeboard.org)**.** | Each AP teacher will give you the **EXAM join code** after the new semester starts.   * Enter each code by clicking on the yellow “Join a course or exam” button.   Be careful to enter your Class Join Code FIRST and the Exam Code SECOND (or the system will get confused and charge you a late fee!) |
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| **The system will assign you to the first date. Ignore this! We will later reassign you to an online testing date (except World Languages). On March 15th, you can request a change. We will have extremely limited capacity for in-person testing and cannot give everyone their first choice. More information at** [**www.pps.net/APTesting**](http://www.pps.net/APTesting)**.** | |
| **STEP 4 - PAYMENT. Choose one of the two options below. Both are available NOW.** | |
| **→ If you need financial assistance**   * A parent/guardian must complete the online [Financial Assistance Request Form](https://docs.google.com/forms/d/e/1FAIpQLSfXO0cw_e6XAUaYdFxaJniZnB_M0DVxHMCOmnVTQXv8j6WDcw/viewform). | The Financial Aid form is available now and should be completed as soon as possible. It must be completed by **February 26** in order to receive assistance. |
| **→ If you DO NOT need financial assistance**   * Pay for the exam at [APTSusa.com/pps](http://www.aptsusa.com/pps). | Each exam costs $70 and must be paid for in full by **March 2** or an exam will NOT be ordered. |
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| **March 5, 2020**   * Deadline to cancel exam | To cancel, call the PPS AP Office at 503-916-3517 or contact your school’s AP Coordinator directly.  Benson Megan Hill Lincoln Kim Bliss  Cleveland M. Berrios-Brown Madison Trinh Ngo  Franklin Alice Headley Roosevelt Dave Valenzuela  Grant Joe Mitacek Wilson Brian Covey |
| \* Please contact Anna Lortz, District Testing Coordinator at 503-916-3517 or [alortz@pps.net](mailto:alortz@pps.net) with any questions. | |