**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 380900Cleveland 380855 Madison 380910Franklin 380870 Roosevelt 380910Grant 380880 Wilson 380937Use 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)*.*
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| **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 BlissCleveland M. Berrios-Brown Madison Trinh NgoFranklin Alice Headley Roosevelt Dave ValenzuelaGrant Joe Mitacek Wilson Brian Covey |
| \* Please contact Anna Lortz, District Testing Coordinator at 503-916-3517 or alortz@pps.net with any questions. |