

Dear Parents and Guardians:

January, 2018

Congratulations! Your son or daughter is enrolled in one or more Advanced Placement (AP) courses this year at Albert Einstein High School. They are demonstrating their commitment to academic excellence and getting a head start on college-level work. We are proud to offer 23 different AP courses at AEHS that help prepare students for their next step in their academic life. Taking the exam is an important component of all AP courses. Students who score well on an AP exam can often earn college credit for their high school classes, saving significant tuition costs and allowing students more flexibility when scheduling their college courses.

New for the 2018 AP exams, students at Albert Einstein High School will register and pay online through our AEHS Total Registration webpage. This registration will take a few minutes and can be completed from any computer with internet access. Please follow the directions on the attached page to complete your registration. Each AP exam costs \$98.00 with preferred payment via credit card, check or money order. Students eligible for a fee waiver pay \$20 per exam with submission of the AP/IB Exam Fee Waiver Request Form 2017–2018.

The expectation at Albert Einstein High School is that all students will take AP exams for the AP classes in which they are enrolled. At AEHS, we are committed to ensuring that financial hardship does not create a barrier in access to AP exams. We encourage families to apply for school assistance if you are experiencing financial hardship, but do not qualify for a fee waiver. Please see the information on applying for school assistance on the attached registration directions or see Mrs. Becraft in the AP & IB Office, Room 172. Important dates for the registration process:

- **Monday, January 29th, 2018**: Registration Begins
- **Monday, February 26th, 2018**: End of Registration (in order to avoid late fee)
 - ✓ Registrations after February 26th will incur a \$15 late fee per exam.
- **Tuesday, March 6th, 2018**: Final deadline to register late for an exam, or to cancel any exam and receive a refund.
- **Friday, March 9th, 2018**: Registrations that have not been paid for by March 9th will be canceled.

We are dedicated to ensuring your student's success on their AP exam! Below you will find key student and parent resources to help you support your son or daughter on their AP exam(s). When preparing for AP exams, students often get overwhelmed by the amount of information they are expected to remember and apply on the test.

- Encourage your son or daughter to attend a practice AP and/or IB exam session at AEHS. At these sessions, students take a full-length practice AP and/or IB exam. This is a unique opportunity for authentic exam practice, as well as a chance to review their results with their teacher. Specific details and dates will be released in March.
- Find out more information about AP courses and exams at:
<https://apstudent.collegeboard.org/exploreap/for-parents>.

Please see your AP teacher or Mrs. Becraft in Rm. 172 (email at [Kimberly M Becraft@mcpsmd.org](mailto:Kimberly_M_Becraft@mcpsmd.org)) if you need support to register or prepare for exams.

Sincerely,

Mrs. Kimberly Becraft
AP and IB Coordinator

Mr. James Fernandez
Principal

Directions for online AP Exam Registration:

1. Go to www.TotalRegistration.net/AP/210677. The link is also provided on the school website.
 - a. If you have never registered, complete the new registration.
 - b. If you have previously registered, click “Login here”.



**Albert Einstein High School's
Advanced Placement Exam Registration**

Albert Einstein High School is excited to offer families the ability to register and pay for their exam fees online this year! Please be sure to have a credit card or debit card available before beginning registration.

For the 2018 AP Exams, the cost is \$98 per exam.

Important Dates:

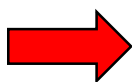
- Students taking AP exams at Albert Einstein High School should register for exams using Total Registration by Monday, February 26th in order to avoid a late fee.
- Registrations made after **11:59 PM, Monday, Feb 26, 2018** will incur a \$15 late fee per exam
- AP exam registration closes on **11:59 pm, March 6, 2018**
- Registrations that are not paid by **11:59 PM, Friday, Mar 9, 2018** will be cancelled and exams will not be ordered.

Students must answer all of the questions on the following pages in order to complete the exam registration. **Please answer all questions fully and correctly, as this information will be pre-printed on your AP answer sheet form and will not be editable after it is printed.** A confirmation page indicates that the exam registration process has been successfully completed.

Please contact Mrs Kimberly Becraft, kimberly_m_becraft@mcpsmd.org if you would like to register for an exam not listed, have questions about financial assistance, or any other questions.

[Refund Policy](#) [Additional Documents](#)

a. If you have never registered



✖ Student's Email:	<input type="text"/>
✖ Student's First Name:	<input type="text"/>
✖ Student's Last Name:	<input type="text"/>
Student ID	<input type="text"/>

b. If you have previously registered



Have you previously registered? [Login Here.](#)


2. **Answer all of the required questions fully and correctly, as this information will be pre-printed on your AP answer sheet form and will not be editable after it is printed.**
 - a. If you are taking IB exams, please enter your exams correctly to check for exam conflicts. This is an important step- failure to correctly enter your exams may result in a conflict that cannot be fixed.

3. Requesting Financial Assistance:

- a. **Fee Waiver:** The fee waiver criteria can be found on the AP/IB Exam Fee Waiver Request Form 2017–2018 in the AP exam registration packet. No fee waiver will be given without the completion of the AP/IB Exam Fee Waiver Request Form 2017–2018.
 - During registration on the AEHS Total Registration website, indicate that you meet the fee waiver criteria by clicking “yes”.
 - Then, fill out and return the attached AP/IB Exam Fee Waiver Request Form 2017–2018 to Ms. Becraft for approval. **If you click apply for a fee waiver, your registration will be pending until you complete and submit the AP/IB Exam Fee Waiver Request Form 2017–2018 to Mrs. Becraft.**
 - Once approved, you will log back into the AEHS Total Registration website to complete the remainder of your online registration.

- b. **School Assistance:** We understand that some families are experiencing financial hardship, but do not meet the criteria for the test fee waiver.
 - During registration on AEHS Total Registration website, indicate that you would like to request financial assistance from AEHS by clicking “yes”. Please provide a brief explanation including as much information as you are comfortable sharing in order for us to award assistance. **If you apply for school assistance, your registration will be pending until the school awards assistance.**
 - Once approved, you will log back into the AEHS Total Registration website to complete the remainder of your online registration.

* Do you meet the fee waiver criteria for MCPS subsidies for those students whose families meet the federal and state guideline for low-income, free or reduced-price meals? Please see the criteria on the AEHS website or in the AP Exam Registration Letter.	<input type="radio"/> No <input checked="" type="radio"/> Yes
* At AEHS, we are committed to ensuring access to AP exams for all students. We understand that some families are NOT eligible for the MCPS fee waiver (described in the previous question), but are experiencing financial hardship. Would you like to request financial assistance from AEHS due to financial hardship?	<input checked="" type="radio"/> No <input type="radio"/> Yes



11135 Newport Mill Rd. Kensington, MD 20895

Your Registration is complete, but we cannot provide a final confirmation page with your balance due until your fee waiver has been approved/denied.

[Refund Policy](#)

Your registration is pending approval for a fee waiver.

Once your waiver has been approved or declined we will email you with directions on how to print your "Final" confirmation and pay your balance.

Additional Documents to Read and/or print:
[AP & IB Exam Schedule for May 2018](#) [Download](#)

If you apply for a **fee waiver**, your registration will be pending until you complete and submit the AP/IB Exam Fee Waiver Request Form 2017–2018 to Mrs. Becraft. If you apply for **school assistance**, your registration will be pending until the school awards assistance.

4. **Pay exam fees online or print the confirmation and send a check or money order to Total Registration. Each AP exam costs \$98.00. This year, fee waiver students pay \$20 per exam. Preferred payment methods are credit card, check or money order.**

- a. **Credit Card:** Enter your payment information into the AEHS Total Registration website.
- b. **Check or Money Order:** You can send a check or money order to Total Registration: 5013 Eldorado Springs Dr., Boulder, CO 80303.
 - All checks and money order should be **made payable to Total Registration, LLC.**
 - If you do not have access to a printer, please see Mrs. Becraft in the AP & IB Office, room 172, to print your registration confirmation.

5. **Registration is not complete until student’s review/print the confirmation page provided at the end.**

Montgomery County Public Schools

AP/IB Exam Fee Waiver Request Form 2017–2018

Montgomery County Public Schools (MCPS) provides exam fee assistance for students with financial need in an effort to reduce barriers to opportunities for advanced placement testing. Also, fee reductions are available from the College Board (CB) for AP and AP Capstone exams. **MCPS subsidies for external exam fees is limited to AP exams and IB exams/registration fees for those students whose families meet the federal and state guideline for low-income, free or reduced-price meals.**

During registration on AEHS Total Registration website, indicate that you meet the fee waiver criteria by clicking “yes”. Then, fill out and return this for, AP/IB Exam Fee Waiver Request Form 2017–2018 to Ms. Becraft for approval. Once approved, you will log back into the AEHS Total Registration website to complete the remainder of your online registration. The fee waiver criteria can be found on the AP/IB Exam Fee Waiver Request Form 2017–2018. No fee waiver will be given unless without the AP/IB Exam Fee Waiver Request Form 2017–2018. If you meet one or more of the guidelines listed below, complete and return this form before Tuesday, March 6th.

The Information Provided On This Form Will Remain Confidential.

PART 1 – STUDENT INFORMATION

Student’s Name: _____ MCPS ID# _____

I am requesting MCPS exam fee assistance for the following fees:

Type of Fee	Total Number Required
AP Exams	

Please provide a list of the specific exam(s) you plan to take on the back of this page (Part 2)

Eligibility Checklist: Please check all items below that apply to your student’s eligibility for financial assistance. At least one item must be checked to qualify for financial assistance.

- My child is eligible for the free or reduced lunch program.
- My family receives assistance under Part A of Title IV of the Social Security Act.
- My child is eligible to receive medical assistance under the Medicaid Program under Title XIX of the Social Security Act.
- My family’s taxable income would allow my child to be eligible for the reduced meals program.

The table below lists annual family income levels for eligibility.

Income Eligibility Guidelines
(Effective July 1, 2017 through June 30, 2018)

Household Size	Free Meals			Reduced-Price Meals		
	Year	Month	Week	Year	Month	Week
1	\$15,678	\$1,307	\$302	\$22,311	\$1,860	\$430
2	21,112	1,760	406	30,044	2,504	578
3	26,546	2,213	511	37,777	3,149	727
4	31,980	2,665	615	45,510	3,793	876
5	37,414	3,118	720	53,243	4,437	1,024
6	42,848	3,571	824	60,976	5,082	1,173
7	48,282	4,024	929	68,709	5,726	1,322
8	53,716	4,477	1,033	76,442	6,371	1,471
For each additional family member add...	\$5,434	\$453	\$ 105	\$7,733	\$645	\$149

➔ Parent Signature (Required) _____ Date _____

NOTE: Students eligible for exam fee subsidies are responsible for paying a portion of the fee for each AP exam. Specific fees are provided in the Fee Rate and Subsidy Chart below.

FY 2018 AP /IB Exam Fee Rates and Subsidies for Students with Financial Need

	Testing Agency Fee	College Board Fee Reduction	MCPS Subsidy	Student Pays
AP Exams	\$85	(\$32)	(\$33)	\$20 (per exam)

PART 2 – EXAM DETAIL

Please list the specific exam(s) below that you plan to take in May 2018.

Name of AP Exam

Make-up exams are scheduled only in extreme circumstances of illness or other family emergencies. A doctor's note may be required. Students who received a fee waiver, but do not attend their exams may be issued an obligation for the full exam amount.

QUESTIONS?

Please contact Kimberly Becraft, the AP & IB Coordinator at [Kimberly M Becraft@mcpsmd.org](mailto:Kimberly_M_Becraft@mcpsmd.org) with any questions regarding eligibility or availability of financial assistance for AP fees.