



Quince Orchard High School Counseling Department

15800 Quince Orchard Road
Gaithersburg, Maryland 20878
301-840-4650

February 2018

Dear Students,

You are receiving this letter because you are currently enrolled in an Advanced Placement (AP) class. The purpose of this letter is to inform you about the process, procedures, and dates for the AP Exam Registration. You are scheduled to take the AP Exams between the dates of May 7th – May 18th. The cost for each exam will be \$94.00. Please Note: All students are expected to take the AP exam(s) for every AP course(s) in which they are enrolled. In an effort to make the registration process more manageable for students, parents, and school staff, we will be utilizing online registration for AP exams.

Registration for the exams will start on Wednesday, February 14th, 2018. Students can access the registration online at: **www.Totalregistration.net/AP/210564**. If you have taken an AP exam in the past, you will simply log in. If this is your first time, you will create a new account. Answer all the questions provided and register for the exam for each AP class in which you are enrolled.

Once you register, please make sure to print out **TWO** copies of the confirmation page. One page you will bring down to the counseling office, the second page you should keep for your own records.

In regards to payment, you can pay online using a credit card. Please go to this link and select the exams you are taking: **<https://tinyurl.com/OnlinePaymentQO>**. *Please note that a 3.75% fee will be added to the purchase price as a site fee. The fee is not collected by MCPS, but is a processing fee of the company hosting this site.*

You have four weeks to register, make your payment, and return the confirmation form to either Mr. Rivera or Ms. Lyon, either before school, during lunch, or after school in the counseling office. **Registration will close on Friday, April 13th.**

If you believe you are eligible for a Fee Waiver, please come down to the counseling office and pick up a Fee Waiver Application Form. If you know you are not eligible for a fee waiver, but are experiencing extreme financial hardship, you can request for financial assistance online when you are registering for your exam. Designated school staff will then review these requests.

If you have any questions or concerns, please email either Mr. Rivera at Douglas_A_Rivera@mcpsmd.org or Ms. Lyon at Victoria_Lyon@mcpsmd.org.

Sincerely,

Ms. Carole Working
Principal

Mr. David Mullaney
Resource Counselor