

November 1, 2017

Parents of Advanced Placement Students:

As a student enrolled in an Advanced Placement (AP) course, your son or daughter is engaged in a demanding and rewarding course of study that can qualify them for college credit. This college credit is earned by demonstrating competency in course content by taking an AP Exam in May. The district expectation is that students will take the appropriate Advanced Placement exam in each course in which they are enrolled. The total Exam cost including fees is \$98.00 per exam. NISD is covering a portion of the exam cost based on the timeliness of your order.

AP Exam Cost - \$98		
Order & Pay Date	District Contribution	Total Student Cost Per Exam
October 23 – January 31	\$30.00	\$68.00
February 1 – March 8	\$20.00	\$78.00
March 9 – April 5	\$0.00	\$98.00
April 6 – April 19	\$0.00 + College Board Late Fee \$55.00	\$153.00

College Board provides a fee reduction for students who are qualified for the Federal Free or Reduced Lunch program. In order to supplement the loss of Federal funding provided by the Every Student Succeed Act, NISD and campus are covering a portion of the Free & Reduced exam cost based on the timeliness of your order.

Free & Reduced AP Exam Price - \$55			
Order & Pay Date	District Contribution	Campus Contribution	Total Student Cost Per Exam
October 23 – March 8	\$24.00	\$16	\$15.00
March 9 – April 5	\$0.00	\$0.00	\$55.00
April 6 – April 19	\$0.00 + College Board Late Fee \$55.00	\$0.00	\$110.00

Due to processing costs and timelines a \$5.00 per exam cancellation fee will be applied to any exam canceled between October 23 and March 8. **After March 8 we will be unable to cancel your exam order and the cost of the exam will not be refundable even if the exam is not taken.**

Ordering your Exam:

This year, ordering your AP Exam is a two-step process. You may complete this process in any order, but both steps must be completed in order for your exam order to be placed.

Select Exams and Complete Demographic Coding

Go to <https://user.totalregistration.net/AP/445889>

Submit Exam Payment

Credit Card:

Go to <https://tx-northwest.intouchreceipting.com> [Note: There is a \$3.00 per transaction to pay by credit card.]

Cash or Check:

Cash or check payments can be accepted at the school. Please go to the front office to pay by this method.

Payment for each exam is due at time of enrollment. If payment is not made in full the campus will not be able to place your complete order.

If you have any questions regarding the Advanced Placement Program at James M Steele, please contact your AP teacher. For additional resources and information related to Advanced Placement, Dual Credit, OnRamps and technical certification opportunities available through Northwest ISD please visit our NISD College and Career Readiness website.

Sincerely,

Patricia Hayes
James M Steele
AP COORDINATOR