

#### **AP SCORE REPORTS FOR EDUCATORS**

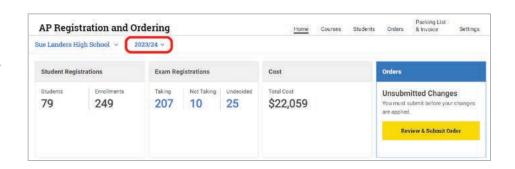
# Identify Students with the Wrong School Listed

If a student is missing from your score reports, it could be because they selected the wrong school during the AP° registration process. The AP coordinator can check this on the student roster in AP Registration and Ordering.

## Step 1

Sign in to AP Registration and Ordering at **myap.collegeboard.org**. Select the school year for which you have students missing from your score report.

**Note:** Report updates can only be made for the most recent administration.



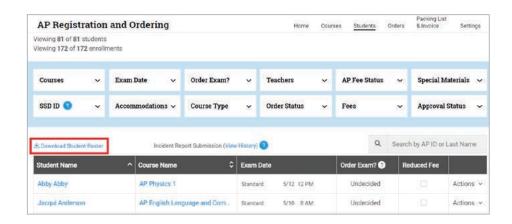
# Step 2

Click Students in the top menu.



# Step 3

Select Download Student Roster.



### Step 4

Open the roster and review the School Code column (column C) for the student.

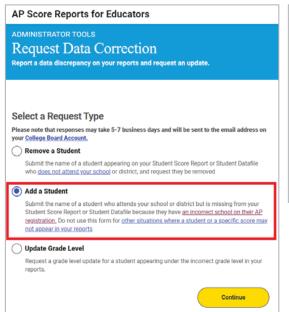
4	Α	В	c <b>↓</b>	
1	Student roster for Su	d		
2	Generated on April 23, 2020 4:41 PM			
3				
4	Student First Name	Student Last Name	School Code	Grad
5	Catalin	Studentone	471828	10th
6	Billy	Lankenau	471823	11th
7	MacKenzie	McHale	471828	11th
8	MacKenzie	McHale	471828	11th
9	Maggie	Jordan	829951	L1th
10	Amelia	Steen	4/1828	10th
11	Amelia	Steen	471828	10th

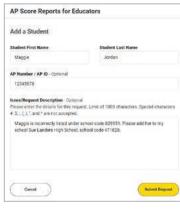
#### Step 5

If the student has the wrong school code listed, use the Add a Student request form in **AP Score Reports for Educators** to request a correction, and provide the school they should be listed under.

As part of our commitment to protect student data, once your request has been received, we will reach out to the student to give them the opportunity to review, and to confirm or deny your request. As such, a response to your request may take longer than our usual time frame.

Alternatively, you may reach out to the student and have them correct the issue themselves in My AP using the instructions below.





# **Instructions for Students to Correct Their AP Registration School Association**

- 1 Sign in to My AP at myap.collegeboard.org using your College Board username and password.
- 2 Go to My AP Profile, and select Registration. Then select the appropriate school year.
- 3 Confirm the school listed as the "School You Attend" is the right one. Double-check the city and state since there can be multiple schools with the same name. You can also use the zip code filter to narrow the search results.
- 4 If you need to make a change, select your school and click **Save**.

**Note:** The change must be made directly to the student's AP registration in My AP in order for their AP scores to be reported to the correct school. Changing the school association on their main College Board account profile won't resolve the AP score reporting issue. Students may reach out to AP Services for Students for additional assistance at 888-225-5427 or 212-632-1780.

If you have questions, contact AP Services for Educators at cb.org/apeducatorinquiry.