



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.

The screenshot shows the 'AP Registration and Ordering' dashboard. At the top, there are navigation links: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below this, the school 'Sue Landers High School' is selected, and the school year '2023/24' is highlighted with a red circle. The dashboard is divided into several sections: 'Student Registrations' (Students: 79, Enrollments: 249), 'Exam Registrations' (Taking: 207, Not Taking: 10, Undecided: 25), 'Cost' (Total Cost: \$22,059), and 'Orders' (Unsubmitted Changes: You must submit before your changes are applied, with a 'Review & Submit Order' button).

Step 2

Click **Students** in the top menu.

The screenshot shows the 'AP Registration and Ordering' dashboard with the 'Students' menu item highlighted with a red circle. The navigation links at the top are Home, Courses, Students, Orders, Packing List & Invoice, and Settings.

Step 3

Select **Download Student Roster**.

The screenshot shows the 'AP Registration and Ordering' student roster page. At the top, there are navigation links: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below this, it says 'Viewing 81 of 81 students' and 'Viewing 172 of 172 enrollments'. There are several filter buttons: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, Special Materials, SSD ID, Accommodations, Course Type, Order Status, Fees, and Approval Status. A red box highlights the 'Download Student Roster' button. Below the filters, there is a search bar and a table of students. The table has columns for Student Name, Course Name, Exam Date, Order Exam?, and Reduced Fee. Two students are listed: Abby Abby (AP Physics 1, Standard, 5/12 12 PM, Undecided) and Jacqui Anderson (AP English Language and Com., Standard, 5/10 8 AM, Undecided).

Step 4

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

	A	B	C	
1	Student roster for Sue Landers High School			
2	Generated on April 23, 2020 4:41 PM			
3				
4	Student First Name	Student Last Name	School Code	Grade
5	Catalin	Studentone	471828	10th
6	Billy	Lankenau	471823	11th
7	MacKenzie	McHale	471828	11th
8	MacKenzie	McHale	471828	11th
9	Maggie	Jordan	829951	11th
10	Amelia	Steen	471828	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.

AP Score Reports for Educators

ADMINISTRATOR TOOLS

Request Data Correction

Report a data discrepancy on your reports and request an update.

Select a Request Type

Please note that responses may take 5-7 business days and will be sent to the email address on your [College Board Account](#).

Remove a Student

Submit the name of a student appearing on your Student Score Report or Student Datafile who **does not attend your school** or district, and request they be removed

Add a Student

Submit the name of a student who attends your school or district but is missing from your Student Score Report or Student Datafile because they have **an incorrect school on their AP registration**. Do not use this form for **other situations where a student or a specific score may not appear in your reports**

Update Grade Level

Request a grade level update for a student appearing under the incorrect grade level in your reports.

Continue

AP Score Reports for Educators

Add a Student

Student First Name: Maggie

Student Last Name: Jordan

AP Number / AP ID - Optional: 12345678

Issue/Request Description - Optional: Maggie is incorrectly listed under school code 829951. Please add her to my school Sue Landers High School, school code 471828.

Cancel Submit Request

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.