



AP SCORE REPORTS FOR EDUCATORS

How to Change a Class Section for a Student in a Prior Year

Learn how to make a section update for a student appearing in the wrong section on your Subject Score Roster report. This change can be made by the AP® coordinator in AP Registration and Ordering.

Step 1

Identify the section the student is currently in for the selected subject, and determine which section they should be moved to.


Step 2

Navigate to AP Registration and Ordering at myap.collegeboard.org. Select the prior school year in which the student is appearing in the wrong section on your reports. Note: Section changes may only be made for the current school year and the prior school year.

▼

CollegeBoard

AP[®]

Hi, Alice

AP Registration and Ordering

HomeCoursesStudentsOrdersPacking List & InvoiceSettings

Sue Landers High School ▼2022/23 ▼

Student Registrations

Students	Enrollments
42	252

Exam Registrations

Taking	Not Taking	Undecided	Unused
243	7	1	3

Cost

Total Cost

\$28,226

Orders

Submitted

You will be notified when your exam materials ship.

[View Order Details →](#)

[View Shipments →](#)

Step 3

Click **Students** in the top menu.

AP Registration and Ordering	Home	Courses	Students	Orders	Packing List & Invoice	Settings
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Step 4

To move a student to another class section in the same course, select **Change Section** from the Actions column next to the student's name (this only works if the move is to a section in the same course). Moving a student to a different section incurs no additional costs, regardless of when they are moved.

NOTE: If an AP teacher teaches multiple sections of a course, the teacher can move a student from one of their class sections to another if this functionality has been enabled for them by the AP coordinator. An AP teacher can't move a student to another teacher's class section.

AP Registration and Ordering

Home

Courses

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Packing List & Invoice

Settings

Courses

Exam Date

Order Exam?

Teachers

AP Fee Status

Special Materials

SSD ID

Accommodations

Course Type

Order Status

Fees

Approval Status

Download Student Roster

Incident Report Submission (View History)

Search by AP ID or Last Name

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
Abby Abby	AP Physics 1	Standard 5/12 12 PM	Undecided	<input type="checkbox"/>	Actions
Jacqui Anderson	AP English Language and Com...	Standard 5/10 8 AM	Undecided	<input type="checkbox"/>	Change Section Transfer Out
Test Apfym	AP 3-D Art and Design	See Submission Deadline	Unused	<input type="checkbox"/>	Actions
	AP Art History	Late 5/19 12 PM	Yes	<input type="checkbox"/>	Actions

Step 5

Select the section the student should be moved to. This change will be reflected in **AP Score Reports for Educators** within 1–3 business days.

Change Section

Note: Moving a student to a new section will delete any existing assignments from the AP Classroom for that student.

Student:

Nathan Best

Current Teacher:

Robert Nelson

Current Section:

Nelson-8th

Move to:

Nelson-1st - Robert Nelson

Cancel

Change Section

If you have any questions, contact AP Services for Educators at [cb.org/apeducatorinquiry](https://collegeboard.org/apeducatorinquiry).