



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's a navigation bar with 'CollegeBoard' and 'AP' logos. Below it, the 'AP Registration and Ordering' title is followed by navigation links: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. The 'Students' link is highlighted. Below the navigation bar, there's a section for 'Sue Landers High School' with a dropdown menu for the school year, which is currently set to '2022/23' and is highlighted with a red box. Below this, there are four main sections: Student Registrations, Exam Registrations, Cost, and Orders. The Student Registrations section shows 42 students and 252 enrollments. The Exam Registrations section shows 243 taking, 7 not taking, 1 undecided, and 3 unused. The Cost section shows a total cost of \$28,226. The Orders section shows 'Submitted' with a note about exam materials ship and links to view order details and shipments.

Step 2

Click **Students** in the top menu.

The screenshot shows the AP Registration and Ordering dashboard. The 'Students' link in the top navigation bar is highlighted with a red box.

Step 3

Select **Download Student Roster**.

The screenshot shows the AP Registration and Ordering dashboard. The 'Download Student Roster' button is highlighted with a red box. Below the button, there's a table of student information. The table has columns for Student Name, Course Name, Exam Date, Order Exam?, Reduced Fee, and Actions. The first two rows of data are visible: Abby Abby (AP Physics 1, Standard, 5/12 12 PM, Undecided, Reduced Fee checkbox) and Jacqui Anderson (AP English Language and Com..., Standard, 5/10 8 AM, Undecided, Reduced Fee checkbox).

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
5	Catalin	Studentone	471828
6	Billy	Lankenau	471823
7	MacKenzie	McHale	471828
8	MacKenzie	McHale	471828
9	Maggie	Jordan	829951
10	Amelia	Steen	471828
11	Amelia	Steen	471828

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

☒ Add a Student

☐ Update Grade Level

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

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

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

Student Last Name

Maggie

Jordan

AP Number / AP ID - Optional

12345678

Issue/Request Description - Optional

Please enter the details for this request. Limit of 1000 characters. Special characters #, \$, %, ', and * are not accepted.

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.