2019-20 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 2019-20 school year.

Step 3
Click Students in the top menu.
**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.

**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.

If you have any questions, contact AP Services for Educators at 877-274-6474 (toll-free in the United States and Canada) or 212-632-1781.