

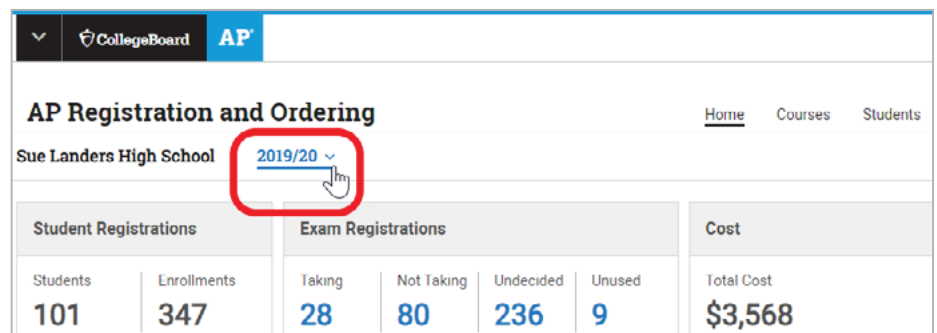
## 2019-20 AP SCORE REPORTS FOR EDUCATORS

# 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<sup>®</sup> 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](https://myap.collegeboard.org).  
Select the **2019-20** school year.



The screenshot shows the 'AP Registration and Ordering' page for Sue Landers High School. The school year '2019/20' is selected in a dropdown menu, which is circled in red. Below the menu is a summary table:

Student Registrations		Exam Registrations				Cost
Students	Enrollments	Taking	Not Taking	Undecided	Unused	Total Cost
101	347	28	80	236	9	\$3,568

### Step 2

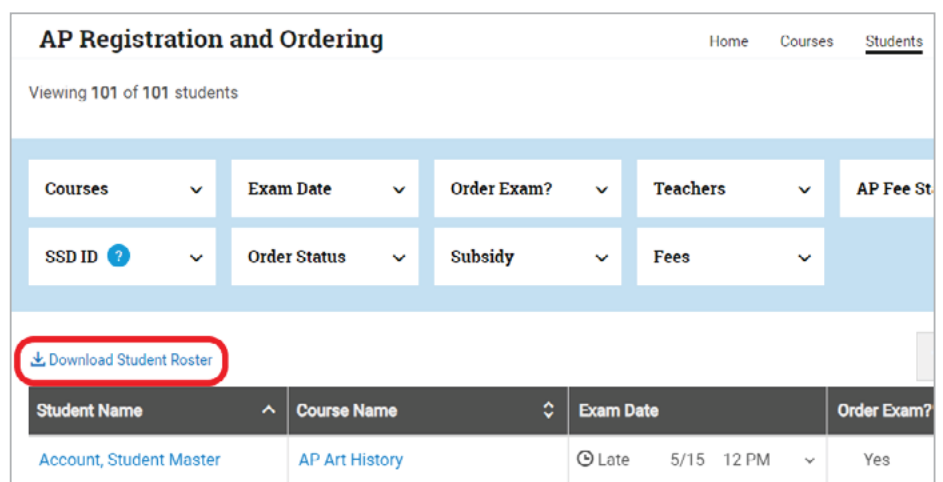
Click **Students** in the top menu.



The screenshot shows the 'AP Registration and Ordering' page with the 'Students' menu item highlighted in red in the top navigation bar. Other menu items include Home, Courses, Orders, Packing List & Invoice, and Settings.

### Step 3

Select **Download Student Roster**.



The screenshot shows the 'AP Registration and Ordering' page with the 'Students' menu selected. The page displays 'Viewing 101 of 101 students'. Below the filters, the 'Download Student Roster' button is circled in red. Below the button is a table with the following columns and data:

Student Name	Course Name	Exam Date	Order Exam?
Account, Student Master	AP Art History	Late 5/15 12 PM	Yes

## 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 confirm or deny your request. As such, a response to your request may take longer than our usual timeframe.

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

The screenshot shows the 'Request Data Correction' form. At the top, it says 'AP Score Reports for Educators' and 'Sue Landers High School'. Below that is a blue banner with 'ADMINISTRATOR TOOLS' and 'Request Data Correction'. The main heading is 'Select a Request Type'. There are two options: 'Remove a Student' (unselected) and 'Add a Student' (selected). The 'Add a Student' option has a sub-heading and a description: 'Submit the name of a student who attends your school or district but is missing from your reports. Only use this form to report a student if all their exam scores for the exam administration are not appearing in your reports. Learn more about why a student or a specific score may not appear on your reports.'

The screenshot shows the 'Add a Student' form. It has fields for 'Student First Name' (Maggie) and 'Student Last Name' (Jordan). Below that is a field for 'AP Number / AP ID - Optional' with the value 'U2345678'. There is a section for 'Issue/Request Description - Optional' with a text area containing the message: 'Maggie is incorrectly listed under school code 829951. Please add her to my school code 471828.' At the bottom, there are 'Cancel' and 'Submit Request' buttons.

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

- 1 Sign in to My AP at [myap.collegeboard.org](https://myap.collegeboard.org) using your College Board username and password.
- 2 Go to **My AP Profile**, and select the **2019-20** school year. Select **Registration**.
- 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 down 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 2019-20 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 will not 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 **877-274-6474** or **212-632-1781**.