

## 2018-19 AP IMPLEMENTATION

# 2018-19 AP Calendar

In the 2018-19 school year, your school will implement new AP classroom resources and annual processes. This calendar highlights key dates and actions.

Visit [collegeboard.org/ap2018](https://collegeboard.org/ap2018) to access training resources.

If you have any questions, please contact us at [ap2018@info.collegeboard.org](mailto:ap2018@info.collegeboard.org).



## BEFORE SCHOOL STARTS: Get ready

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure the Course Audit Form is approved for any new 2018-19 AP course and AP teacher.

AUG  
1

## BEGINNING AUGUST 1, 2018: Access [myap.collegeboard.org](https://myap.collegeboard.org) and complete AP Participation Form

- Registration and Ordering and AP Classroom systems are available.
- **Principal** receives email and letter with access code for the AP registration and ordering system.
- **AP coordinator** receives the access code from the principal and completes the AP Participation Form in the system.
- **Teachers** who have appropriate AP Course Audit approval can access the AP Classroom system.



## FIRST WEEK OF CLASS: Create class sections in [myap.collegeboard.org](https://myap.collegeboard.org)

- The **AP coordinator or the teacher** sets up AP class sections in the system and invites students to join.
  - ♦ **Students** log in to My AP and enroll in the class sections for **each** AP class they're taking, using the unique join code for each section supplied by the teacher or coordinator.
  - ♦ **Teachers and students** begin using the question bank and other resources and supports.

OCT  
4

## BY OCTOBER 4, 2018: Complete section enrollment; priority ordering deadline

- Ensure all students are in the system.
- Recommended deadline for the **AP coordinator** to submit the exam order. Orders may be submitted without additional fees until November 15, 11:59 p.m. ET.

NOV  
15

## BY NOVEMBER 15, 2018, 11:59 P.M. ET: Regular ordering deadline

- Deadline for the **AP coordinator** to submit the exam order. No payment is due until June.
  - ♦ Each exam ordered after this date (until March 1, 2019, 11:59 p.m. ET) will incur an additional \$40 late order fee. Exceptions: exams for courses that begin after November 15 and for students who transfer into the school.
  - ♦ Exams may be canceled after this date (until March 1, 2019, 11:59 p.m. ET), but \$40 will be charged per exam. Exception: exams for students who transfer out of the school.

MAR  
1

## BY MARCH 1, 2019, 11:59 P.M. ET: Submit final updates for AP Exam order

- Deadline for the **AP coordinator** to update the exam order with any late orders or canceled exams (fees may apply); deadline to submit the exam order for second semester courses.

APR  
2019

## APRIL 2019: Receive student labels

- Schools receive shipments of personalized student registration (AP ID) labels and AP Exams.

JUN  
15

## BY JUNE 15, 2019: Pay invoice

- Schools submit payment for their invoice.