

# AP is Changing in 2019-20

Prepare your school community with these action items and download **TOOLS YOU CAN USE** at [collegeboard.org/ap-tools](https://collegeboard.org/ap-tools).

## Winter/Spring 2019

- Meet with AP<sup>®</sup> teachers and counselors to discuss the 2019-20 changes to AP.

**TOOLS YOU CAN USE** > Awareness: Agenda, Discussion Questions, Official AP 2019-20 PowerPoint and Script

- Direct your school team to [collegeboard.org/ap-next-steps](https://collegeboard.org/ap-next-steps) for AP teacher and coordinator-specific tools, resources, and online overview videos to prepare for the changes.
- Hang the enclosed poster in the faculty lounge.
- Update course catalogs and school web pages.

**TOOLS YOU CAN USE** > Official Course Catalog Language

- Develop a process for your school to align your students' decision window to take AP Exams with fall ordering deadlines.
- Remind AP teachers to order their Course Exam and Description (CED) binders. (They will have received instructions via email from the College Board in February.)

## Before the 2019-20 Class Registration Period

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents for 2019-20, including homeschooled students, self-study students, and students from other schools who will take May 2020 exams at your school. If you send students elsewhere to test, make sure these students receive instructions for registering for exams at the place they will test.

**TOOLS YOU CAN USE** > School Handout for Parents and Students

## Spring 2019

- Connect AP teachers with overview videos on new AP resources and annual processes at [collegeboard.org/ap-next-steps](https://collegeboard.org/ap-next-steps).

## Before summer break

- Meet with AP teachers and the AP coordinator to remind them of the changes.

**TOOLS YOU CAN USE** > Readiness: Agenda, Discussion Questions, Official AP 2019-20 PowerPoint and Script

- Remind staff to register for upcoming professional development opportunities, available through AP Central.

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## Before school starts

More resources to facilitate conversations over the summer and during the school year will be available later this spring at [collegeboard.org/ap-next-steps](https://collegeboard.org/ap-next-steps).

- Ensure teachers of new AP courses complete the Course Audit form and have it approved by your designated Course Audit administrator.
- Ensure that your AP coordinator sets up class sections in the online system; the length of this process can vary from a few minutes to a few hours, depending on school size and the number of AP classes offered.
- Provide AP teachers with opportunities to incorporate Unit Guides and Personal Progress Checks into their sequence and pacing calendars.
- Allot time for AP teachers to learn how to use myAP and AP Classroom.
- Ensure that all AP students have a College Board account and can access it.
- Assess the availability of computers and mobile devices for use in AP classrooms.
- Ensure the school's Wi-Fi infrastructure works well throughout the year and College Board web pages have been whitelisted so they can be accessed from within your school's network.
- Remind students and parents about the fall exam registration deadlines and the late order and unused/canceled exam fees.

## During the school year

- First week of school:** Ensure students use their join codes to enroll in AP classes in myAP.
- Second week of school:** Ensure rosters in the AP Registration and Ordering system match official class rosters.
- After add/drop period:** Confirm rosters in the AP Registration and Ordering system match official class rosters.
- Last week of September:** Make sure that the students who say they intend to take the exam stay committed. Some schools help promote student accountability through a contract.
- October 4:** Verify students' exam registration status in the system, and submit school's exam order.
- November 15:** Deadline to submit school's exam order.
- March 13:** Make final updates to your order.