School Code: _____

Fee Reduction/Section Designation Form for AP® Chinese and Japanese Exams on CD

Use this form only if:

(1) You have students who are eligible for fee reductions, or

(2) You have more than one class section for one or both of the exams, and would like a separate AP® Instructional Planning Report and a subject score roster for each AP class section. Since AP Chinese or Japanese exam takers do not complete a paper answer sheet but rather complete their registration on the testing computer, it is important to collect this information using the form below. Return this form in the AP Chinese and Japanese Student Response Return Envelope that you return to the AP Program.

Instructions:

(1) Print your school code at the top of this form.

(2) For fee reductions, enter the student's name, and enter a check mark under Option 1 or Option 2, as appropriate. Refer to page 23 in the *2018–19 AP Coordinator's Manual*.

(3) To view a separate AP Instructional Planning Report and subject score roster for each AP class section taught, enter the student's name and enter the class section (identified as 1 to 9) under the appropriate column for Chinese or Japanese.

(4) Keep a copy for your records.

Name of Student	Eligible for Fee Reduction		Chinese Section (1–9)	Japanese Section (1–9)
	Option 1	Option 2		