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 prior school year in which the student is appearing in the wrong section on your reports. Note: Section changes may only be made for the current school year and the prior 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.

![Image of AP Registration and Ordering interface]

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.

![Image of Change Section interface]

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**.