

## AP<sup>®</sup> 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 school year for which you have students missing from your score report.

**Note:** Report updates can only be made for the most recent administration.

The screenshot shows the 'AP Registration and Ordering' dashboard. At the top, there is a navigation bar with 'CollegeBoard' and 'AP' logos, and a user profile 'Alice'. Below the navigation bar, the page title is 'AP Registration and Ordering'. There are several menu items: 'Home', 'Courses', 'Students', 'Orders', 'Packing List & Invoice', and 'Settings'. A dropdown menu is open for 'Sue Landers High School', and the year '2020/21' is selected and highlighted with a red box. Below the dropdown, there are four main sections: 'Student Registrations', 'Exam Registrations', 'Cost', and 'Orders'. The 'Student Registrations' section shows 139 Students and 263 Enrollments. The 'Exam Registrations' section shows 148 Taking, 9 Not Taking, 95 Undecided, and 6 Unused. The 'Cost' section shows a Total Cost of \$15,172. The 'Orders' section shows 'Submitted' and provides links for 'View Order Details' and 'View Shipments'.

### Step 2

Click **Students** in the top menu.

The screenshot shows the 'AP Registration and Ordering' dashboard with the 'Students' menu item highlighted with a red box. The navigation bar at the top includes 'Home', 'Courses', 'Students', 'Orders', 'Packing List & Invoice', and 'Settings'.

### Step 3

Select **Download Student Roster**.

The screenshot shows the 'AP Registration and Ordering' student roster page. At the top, there is a navigation bar with 'Home', 'Courses', and 'Students' (which is underlined). Below the navigation bar, the page title is 'AP Registration and Ordering'. There is a sub-header 'Viewing 101 of 101 students'. Below the sub-header, there are several filter buttons: 'Courses', 'Exam Date', 'Order Exam?', 'Teachers', 'AP Fee St', 'SSD ID', 'Order Status', 'Subsidy', and 'Fees'. Below the filter buttons, there is a button labeled 'Download Student Roster' with a download icon, which is highlighted with a red box. Below the button, there is a table with the following columns: 'Student Name', 'Course Name', 'Exam Date', and 'Order Exam?'. The first row of the table shows 'Account, Student Master' for the Student Name, 'AP Art History' for the Course Name, 'Late 5/15 12 PM' for the Exam Date, and 'Yes' for the Order Exam? column.

## 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 to 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.

**AP Score Reports for Educators**  
ADMINISTRATOR TOOLS  
**Request Data Correction**  
Report a data discrepancy on your reports and request an update.

**Select a Request Type**

Please note that responses may take 7-10 business days or more and will be sent to the email address on your [College Board Account](#). We apologize for any inconvenience and ask for your understanding as we work to serve all of our students and educators during this time.

Remove a Student  
Submit the name of a student appearing on your Student Score Report or Student Datafile who does not attend your school or district, and request they be removed.

Add a Student  
Submit the name of a student who attends your school or district but is missing from your Student Score Report or Student Datafile because they have an incorrect school on their AP registration. Do not use this form for other situations where a student or a specific score may not appear in your reports.

Update Grade Level  
Request a grade level update for a student appearing under the incorrect grade level in your reports.

[Continue](#)

**AP Score Reports for Educators**  
Sue Landers High School

**Add a Student**

Student First Name: Maggie  
Student Last Name: Jordan

AP Number / AP ID - Optional: U2345678

**Issue/Request Description - Optional**  
Please enter the details for this request. Limit of 1000 characters. Special characters #, \$, %, (, ), \*, and ^ are not accepted.  
Maggie is incorrectly listed under school code 829951. Please add her to my school code 471828.

[Cancel](#) [Submit Request](#)

## 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 **Registration**. Then select the appropriate school year.
- 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 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 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 won't 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 [cb.org/apeducatorinquiry](https://cb.org/apeducatorinquiry).