

Wendy Cain used several resources during the 2018-19 school year to communicate with students, parents, and teachers.

In this document are two of Wendy's resources:

- A letter to parents, explaining the school's policy of collecting a deposit for the exam fee
- An email to AP teachers about distributing copies of the *Bulletin for AP Students and Parents* to their students and reminding students about payment collection

We hope these two resources can help you in planning communications to your school community.



Princeton High School

1000 East Princeton Drive
Princeton, TX 75407

Date: September 25, 2019

RE: Required Deposits for AP Exam(s)

Dear Parent/Guardian of AP Student:

This letter serves as a reminder that students enrolled in AP classes this year have signed an AP Contract that commits them to take the AP exam(s) at the end of the course. If the exam(s) is not attempted, the student's GPA for that AP class will be calculated using the Regular Scale score rather than the AP Scale.

Along with this commitment to sit for the test, there is a required, non-refundable deposit of \$10.00 for each required AP exam. Deposits should be paid in the Counseling Office to _____. For those students that qualify for free and reduced lunches, the amount of the deposit should cover the cost of the exam based on information from previous years.

Per the AP Contract, the "deposit of \$10.00 is due by the end of the 3 week grading period of the 1st 6 weeks of school." If deposit(s) are not paid by the end of the 1st semester, students will not receive the associated GPA points for that semester.

Listed below is information regarding specific AP Courses for which your student is enrolled:

Student Name

AP Physics = \$10.00

Wendy A. Cain, M.Ed.
School Counselor / AP Coordinator
Princeton High School

Sample Resource



IMPORTANT - AP Bulletin for Students and Parents

1 message

Fri, Jan 4, 2019 at 4:19 PM

Good afternoon everyone:

Hope everyone has had a great break. When you return to campus on Monday, January 7th, you will find in your boxes copies of the AP Bulletin for your AP students. Please ensure that each AP student receives this material as they must sign on their exam that they have read and understood the information within this bulletin.

Students will only need 1 copy of this booklet and so for students with multiple AP classes it is not necessary for them to receive 1 from each of their teachers. I have counted out bulletins based on 2nd semester rosters. Please let me know if you are in need of any additional materials.

When passing out these bulletins, students may begin asking for specific information. Remember that students have already registered for their exam(s) through the APRO System last fall. Tests were ordered in October. What now remains to be done is the payment for the exam for those students that are not on Free/Reduced Lunch status. The **window for payment is from Wednesday, January 9th - Friday, March 8, 2019**. Students will pay the remaining balance for their exams online using the same system that we have used for the PSATs, ASVAB, SAT/ACT School Days. In another change this year, AP Test Service will email both students and parents/guardians reminders as to their individual payments. Hopefully, this will assist us in making the payment process easier for everyone.

www.aptestservice.com/princeton

- 1) Students and their parent/guardian need to read through the AP Bulletin.
- 2) Test Cost - \$100.00 - students have already paid a \$10.00 deposit on their tests during the fall semester. The deposit will be applied to the cost of the exam, so they will pay \$90.00 when paying online.
- 3) Free/Reduced Lunch Students - in the past, the \$10.00 deposit will be all the money that is required from these students and I don't foresee that this will change for this year.
- 4) The payment window is from **Wednesday, January 9th - Friday, March 8th** - please post this in your classes.
- 5) Please remind students that sitting for the AP exam is a requirement for the course and so they need to pay within the window or they will be charged a \$60.00 Late Fee.
- 6) All exams must be paid for using the online registration system only. It is not possible for a student to pay in person. Exams may be paid for using a debit/credit card, PayPal, check or money order. To pay by check or money order, payments must be postmarked by a specific date that will be given on the website.

Sorry to give you so much information, but I wanted you to be aware also so that as you encounter students with questions you will be able to assist.

Please let me know if you have any questions and thank you for your help!

Wendy
Wendy A. Cain, M.Ed.
Counselor
Princeton High School

Sample Resource