

The logo features a stylized 'S' with a sunburst effect on the left, followed by the letters 'AP' in a simple, outlined font, and the word 'Exams' in a larger, outlined font.

May 1, 2018

Dear AP Student and Parent/Guardian:

Congratulations, you will be taking your AP exam(s) soon. All your hard work and dedication to your education has paid off!

Most off-site testing is located at the **Highlands Grange Building near the Mid-Columbia Library (1500 S. Union St., Kennewick, WA 99338)**. The *AP Psychology* exam is at the **Kennewick Senior Center (500 S. Auburn St., Kennewick, WA 99336)**. Bus transportation is provided for students taking the *AP Human Geography* exam on Friday, May 18th. All other students must provide their own transportation. In addition, ALL students are required to return ***the Off-Site Parent Permission Form*** to Mrs. Peterson (Rm C-213) by May 3rd prior to the first testing date.

***** Note: Students are only excused from school for the testing time. (You are AP students and it is advised that you return to school for your other classes. This is good practice for your college days when you have multiple mid-terms or finals on the same day.) However, a parent/guardian is required to pre-excuse your absence should you decide not to return to school after testing. If prior notice is not given the absence will be considered unexcused. Please contact the attendance office before the testing date(s) to excuse your absences. *****

You should bring the following items to the exam room:

- Several sharpened No. 2 pencils & erasers
- Pens with blue or black ink
- Up to two calculators with the necessary capabilities if you are taking an AP Calculus, Chemistry or Statistics exam. (Visit www.collegeboard.com/apstudent to learn more about the calculator policy).
- Your social security number for identification purposes (optional). If you provide it, the number will appear on your AP Grade Reports.

You should NOT bring the following items to the exam room:

- Cell phones, smart phones, laptops, tablet computers, portable listening or recording devices such as MP3 players & iPods, cameras, or any other electronic, recording, communication or photographic device
- Smart watches, watches that beep, or clothing with subject-related information
- Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters, notes or scratch paper
- Food or drink

Students may not be dismissed until an exam has officially ended; do not ask to leave early if you finish before the end of the exam. There will be a 10-minute break between sessions where a snack is provided. It is also advisable to bring a sweatshirt or blanket in case the room temperature is below your comfort level. Leave any food or drink in your car – do not bring it in the testing facility. You may access the items after testing is completed. In addition, remember to get a good night's sleep before your exam, and eat a nutritious breakfast.

You are required to abide by the policies of both the College Board and Southridge High School during the exam period. Any misconduct will be reported and could jeopardize your AP exam grade. If you decide not to take an exam, please inform me as soon as possible prior to the test administration. Please remember, **NO refunds** are given for a missed exam.

Be sure to review the *2017-2018 AP Bulletin for Students and Parents*. This document is also available online. Please go to the Southridge web site and click on the AP Parent/Student Bulletin Quick Link to view the information. Pay close attention to the AP Student Checklist 2018 (page 8) and the Test Security and Test Administration Policies and Procedures (pages 3-5).

If for any reason the student does not take an AP exam they have signed up for in December 2017, then a \$15 fine is added to the student's school account. This is the fee the CollegeBoard charges to return an unused exam. If you have any additional questions or concerns, please feel free to contact me. Good luck!

Sincerely,

Jill Peterson

Ms. Jill Peterson, AP Coordinator
Southridge High School (Rm C-213)