

January 3, 2019

TO: AP Student and Parent/Guardian:

FROM: Mrs. Jill Peterson Schroeder, AP Coordinator, Southridge High School (Rm C-213)

RE: 2019 AP Exams

Congratulations, you have registered to take 2019 AP exam(s). All your hard work and dedication to your education has paid off! Exam dates are from May 6-17, 2019.

All off-site testing is located at the **Highlands Grange Building near the Mid-Columbia Library (1500 S. Union St. Kennewick, WA 99338)**. Bus transportation is provided for students taking the AP Human Geography exam on Tuesday, May 14th. All other students need to provide their own transportation. In addition, ALL students must return *the Off-Site Parent Permission Form* to Mrs. Peterson Schroeder (C-213) by May 1st prior to the first testing date.

*****Note: Students will only be excused from school for the testing time. A parent 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 or complete a pre-excused form (available in 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, I-pods, PDAs, MP3 players, cameras, headphones and any other electronic, recording, or communication devices
- Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters, notes or scratch paper
- Watches that beep, computers, or clothing with subject-related information
- 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 and a sack lunch for lunch time. 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 that NO refunds are given for a missed exam.

Be sure to review the *2018-2019 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 2019 (page 8) and the Test Security and Test Administration Policies and Procedures (pages 3-4).

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

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