



October 20, 2022

Dear Chamblee High School Advanced Placement Parent (s),

Taking Advanced Placement exams is an important part of all AP courses. Chamblee High School desires all students to take AP exams for the AP classes they have taken. Scoring well on an AP exam can often earn students college credit for their high school class, saving a significant amount on college tuition.

For the 2023 AP exams, students at Chamblee High School will be registering online in a 2-step process. Step 1 is to state you are taking the AP exam with AP Classroom. Step 2, students and families will register and pay for exams with Total Registration, this includes if you have a zero-balance due to fee reduction waivers. This registration will take a few minutes and can be completed from any computer or phone with internet access.

2023 AP Exams will cost \$101.00 per test, which includes a small processing fee for online registration. The AP Seminar (1st Year only) exam will cost \$149.00. Students who qualify for the Free and Reduced Lunch program qualify for AP exam fee reduction. Students who qualify for a fee reduction will pay \$57.00 per test.

Online Exam registration will begin on Friday, October 21, 2022, at 9:00 AM and end on Sunday, November 6, 2022, at 11:59pm. To register, students should click on the link provided on the school website or visit <https://user.totalregistration.net/AP/110650> to register. To complete registration, students must answer all of the required questions. We strongly recommend parents and students are both present while registering to ensure the correct AP exams are ordered. We suggest you print the pdf of the confirmation page provided. If you have qualified for free/reduced lunch or taking a STEM (Science Technology Engineering Math) exam, keep your login/password in a safe place. You will need the log in information to check the status of your waiver approval 48 hours (about 2 days) after you place your order.

Chamblee High School is excited to offer families the convenience of paying exam fees online. Please be sure to have a credit card or debit card available before beginning registration. Additionally, fee waivers (STEM test, one exam test paid for by DCSD (DeKalb County School District), and/or Free & Reduced Lunch) must be approved by the school AP coordinator before your final bill can be issued and paid. Please allow 48 hours (about 2 days) for this process to be completed and pay your remaining balance after the waivers have been approved. Log back in after 48 hours (about 2 days) to check the status of all approvals.

www.dekalbschoolsga.org



The list of eligible STEM-focused AP courses are as follows:

1. AP Calculus AB
2. AP Calculus BC
3. AP Computer Science A
4. AP Computer Science Principles
5. AP Statistics
6. AP Biology
7. AP Chemistry
8. AP Environmental Science
9. AP Physics C: Electricity and Magnetism
10. AP Physics C: Mechanics
11. AP Physics 1: Algebra Based
12. AP Physics 2: Algebra Based

We understand that on rare occasions students must cancel an exam. Here is our refund policy:

- Exams cancelled by Monday, November 7, 2022, are entitled to a full refund of the exam fee minus the \$4 processing fee.
- Exams cancelled between Tuesday, November 8, 2022 – March 14, 2023, are entitled to a refund of the exam fee minus a \$44.00 (unused AP Exam Fee & processing fee of \$4.00 per exam cancelled).
- A \$40 cancellation fee will apply to FREE exams. If you cancel one of the free exams after November 7th, 2022, College Board will still assess a \$40 cancellation fee. Late fees that are not paid will be added to the student’s fees/fines at Chamblee High School.
- Exams cancelled after Tuesday March 14, 2023, will not be refunded.
- Students that do not show for their AP exam will be **charged a \$40 non-sit fee** by College Board. This fee(s) will be paid to the school or added to your student’s fees and fines if not paid.

Here are the important dates for the registration process:

Date	Task
Now	Register on AP Classroom (should have already been completed)
10/21/22	Registration Opens (https://user.totalregistration.net/AP/110650)
11/06/22	Registration closes at 11:59pm Missed the deadline? Email Dr. Magee



By 11/07/22	All AP Exam payments due
Before 11/07/22	Exams cancelled = full refund
Between 11/08/22- 3/14/23	Exams cancelled=payment minus \$44
11/15/22	Late registration fees occur at \$80 PER EXAM starting at 11/15
After 3/14/23	No refund

Please contact Dr. Ariana Magee, Ariana_Magee@DeKalbSchoolsga.org, if you have any questions regarding the payment process.

Respectfully,

Dr. Ariana Magee
AP Test Coordinator