



Scotch Plains -Fanwood High School

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AP Bulletin 2024/2025

In Mid September, students received a unique class code for each of the AP classes. These codes provide access to the College Board's online ordering system. Students are required to indicate "YES" or "NO" for each course exam they have registered for. This will be completed through the College Board on the class page(s) via [My AP](#) login. The cost of each exam is \$100.00. Payment can be made by check OR money order payable to **SPFBOE**. **We strongly recommend that parents and students are both present while completing the form to ensure the correct exams are ordered.** Once the school has placed the order for exams, **refunds will not be given until after** all AP exams have been administered. Make sure the exams you sign up for do not conflict with any other programs or activities in which you will be participating. Failure to complete this process may jeopardize your ability to participate in the AP Program.

- **Digital activation:** AP Teachers have provided join codes to access the classroom resources and provide information needed to register for the exams. Students: Make sure you have access to your College Board account and make sure your email is up to date on Naviance. Please do not create more than one College Board account; this could delay your scores.
Online ordering through College Board: In order to determine who and how many tests to order, all students must indicate "YES" or "NO" on the class page(s) via [MyAP.collegeboard.org](#). Those who indicate "YES" must pay in full and complete the payment form.
Full payment along with the payment form must be brought back to the Counseling Office by October 31, 2024. The cost for AP exams is \$100.00 per test. We will accept a check or money order payable to **SPFBOE**. Students eligible for free/reduced lunch will pay a reduced rate, please contact your counselor for this information.
Fall exam ordering: AP Exams must be ordered by the end of our school day on October 31, 2024.
Fees for late orders: Exam orders after the deadline date will incur a late fee of \$40 in addition to the initial cost for the exam. The late fee is determined by the College Board.
Canceling the exam: After the order is placed, there is a \$40 cancellation fee assessed from the College Board. Refunds will be processed after all AP exams have been administered.
Review the 2025 AP Exam Dates

The exam ordering window will close October 31 at 3:00PM. Should you have any questions, please contact me by email at tdonahue@spfk12.org

Timothy P. Donahue, Ed.D.