



Riverside High School

19019 Upper Belmont Place

Leesburg, VA 20176

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Dear Parents and Guardians:

We are pleased that your student has chosen to take an Advanced Placement (AP) class this year and we want to assist you in planning for the AP exam, which will be administered this spring.

Students, parents, or guardians are responsible for the cost of the AP exam. Each exam is \$85.00, which must be paid by **March 1, 2019** in order to appropriately plan for test administration. Students who register for an AP test after this deadline **may** be charged a \$55.00 late fee, per late test registration, in addition to the \$85.00 exam fee. The College Board does not allow for exam adds or drops after April 18, 2019.

Requests for refunds should be directed to the School Counseling Office Secretary and will not be accepted after April 18, 2019.

If a family needs to arrange for a payment plan or anticipates difficulty in paying for the exam, the family should speak confidentially with your students counselor.

An on-line payment portal is available for electronic payments on the LCPS website at:

<https://osp.osmsinc.com/LoudounVA/BVModules/CategoryTemplates/Detailed%20List%20with%20Properties/Category.aspx?categoryid=DB902>. Parents and students must use the web address provided, instead of their school's online payment portal system. Please ensure that you/your student selects the correct AP test(s) from the drop-down menu. There is an additional processing fee of 4% for each online transaction. Checks or cash payments are also accepted by the School Counseling Secretary's in the School Counseling Office. If you are paying by check or cash the attached AP Exam Payment form needs to be completed and turned in with payment.

The AP exam administration schedule is attached. Parents/guardians/students must provide their own transportation to the school on the day of testing, due to AM testing starting earlier and PM testing ending later than the regular school day. Please make every effort to schedule vacations, appointments, or other activities on dates that do not conflict with the testing dates. Make-up testing is permitted for verified emergencies only.

Students attending the Academies of Loudoun may choose whether to take their AP test at the Academies or their home school on days they are scheduled to attend classes at the Academies. Further information will be provided to students attending the Academies regarding registration and payment. Please review the information carefully.

Please indicate understanding of all AP information by signing and returning the attached AP Exam Agreement form to the School Counseling Office by March 1, 2019.

Additional information for parents and students can be accessed through the College Board's [AP Bulletin](#). If you have further questions about AP exams, please contact your child's school counselor.

Sincerely,

Doug Anderson
Principal

Rob Yarborough
Director of School Counseling



2019 AP Exam Schedule

The 2019 AP Exams will be administered over two weeks in May: May 6-17. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday, May 6, 2019	AP United States Government and Politics	AP Environmental Science
Tuesday, May 7	AP Seminar AP Spanish Language and Culture	
Wednesday, May 8	AP English Literature and Composition	AP French Language and Culture
Thursday, May 9	AP Chemistry	AP German Language and Culture AP Psychology
Friday, May 10	AP United States History	
	Studio Art – last day for Coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly.	

Week 2	Morning 8 a.m.	Afternoon 12 noon
Monday, May 13	AP Biology	AP Physics C: Mechanics
Tuesday, May 14	AP Calculus AB AP Calculus BC	AP Human Geography
Wednesday, May 15	AP English Language and Composition	AP Macroeconomics
Thursday, May 16	AP Comparative Government and Politics AP World History	AP Statistics
Friday, May 17	AP Microeconomics	AP Computer Science A AP Latin

2018-19 AP Exam Payment Form

(This form only needs to be used if making cash or check payments, strongly encourage all to pay through the LCPS Online Payment Portal if possible)

Student Name: _____

Total payment: \$ _____

Date of Payment: _____

- **Payment deadline: March 1, 2019**
- This form must accompany cash or check payments and turned into the School Counseling Office.
- Checks need to be made payable to "Riverside High School", include student name in subject line.
- Check the test(s) you are paying for:

___ AP Biology, \$85.00

___ AP Spanish, \$85.00

___ AP Calculus AB, \$85.00

___ AP Statistics, \$85.00

___ AP Calculus BC, \$85.00

___ AP Studio Art, \$85.00

___ AP Chemistry, \$85.00

___ AP World History, \$85.00

___ AP Computer Science A, \$85.00

___ AP United States History, \$85.00

___ AP English Language, \$85.00

Two separate tests for AP Economics:

___ AP Microeconomics, \$85.00

___ AP English Literature, \$85.00

___ AP Macroeconomics, \$85.00

___ AP Environm. Science, \$85.00

Two separate tests for AP Government:

___ AP Comparative Gov., \$85.00

___ AP French, \$85.00

___ AP US/Politics Gov., \$85.00

___ AP German, \$85.00

___ AP Human Geography, \$85.00

___ AP Latin, \$85.00

___ AP Physics, \$85.00

___ AP Psychology, \$85.00

___ AP Seminar, \$85.00

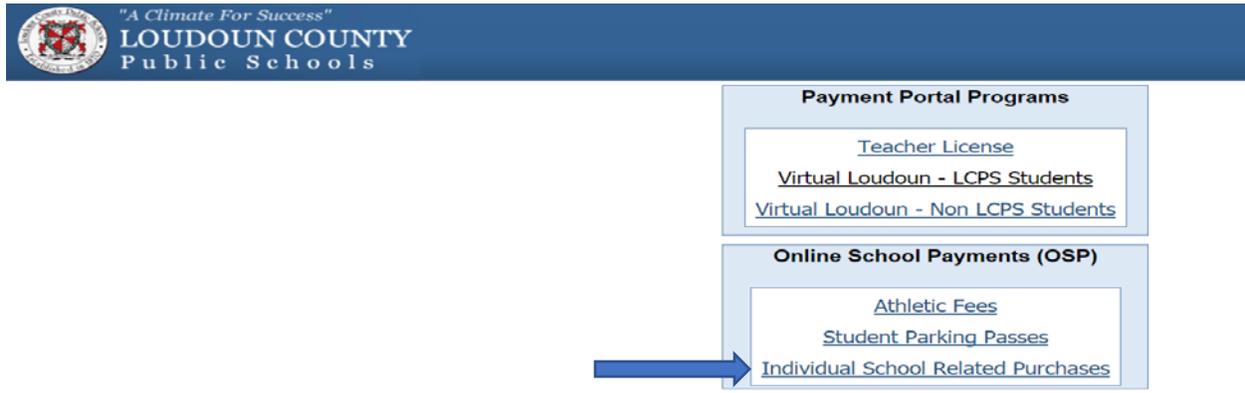
DIRECTIONS FOR PAYING ADVANCED PLACEMENT FEES ONLINE

Step 1:

Parents/Students may get to the Online Portal Payment for AP Tests through the LCPS website (www.lcps.org) under Quick Links on the right side of the page select "On-Line Fee Payment", or through the school's website.

Step 2:

Select "Individual School Related Purchases"



STEP 3:

Parents will then click on the LCPS District Wide link under Schools, and then AP Tests. *Please note that this screen will inform parents of the fees that are collected by the third-party credit card company (4.00% plus \$.35 per transaction).*

The screenshot shows the top navigation menu with links: HOME, SIGN IN, PAY OBLIGATION, OTHER PAYMENTS, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the menu is the breadcrumb "Home :: LCPS DISTRICT WIDE :: AP Tests". The main content area is titled "AP Tests" and contains the following text:

A 4% fee plus a \$.35 per transaction fee will be added to the purchase price of a school purchase as a site service fee. This fee is not received by LCPS, but is a processing fee of the company hosting the site for maintenance and updates.

If you wish to avoid the non-refundable convenience fee of 4% plus a \$.35 per transaction fee then cash or check payment methods are available to your local school.

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
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A blue arrow points to the "AP Tests" link in the left sidebar.

STEP 4:

Select "Briar Woods High School" and a drop down box will appear listing the AP tests available. Like any online store, add selection to the cart, "continue shopping", or "checkout." Cost of the AP tests for this year is \$85.00 plus the cost to the third-party credit card company. *Please note that requests for refunds of exam fees will only be for the \$85.00 amount. The processing fee to the third party cannot be refunded.*

**Loudoun County Public School
AP Exam Agreement
2018-19**

Student Name: _____

Please print

Student ID Number: _____

I have read the enclosed information and understand the AP test requirements:

- Parents/Students/Guardians are responsible for the entire cost of the AP exam or must contact the Director of School Counseling if they have a financial need.
- Each AP exam costs \$85.00, which is payable by cash, check or credit/debit card through the LCPS online payment portal, not the school's online payment portal.
- The payment deadline is **March 1, 2019**. A late registration fee of \$55.00 per exam **may** be charged for students who register after that date.
- No exams may be ordered or declined after April 18, 2019.

Parent Name: _____

Please print

Parent Signature: _____

Date: _____

Return to the School Counseling Office by March 1, 2019