Dear Parents and Guardians:

We are pleased that your student has chosen to take an Advanced Placement (AP) course this year and want to assist you in planning for the AP exam, which will be administered this spring. The College Board has made significant changes to the AP registration process, so please review the following information carefully.

Students, parents, or guardians are responsible for the cost of the AP exam. Each exam is $85.00 and must be paid by **November 1, 2019** to appropriately plan for test administration. Students who register for an AP exam after this deadline, will be charged a $40.00 late fee, per late test registration, in addition to the $85.00. Refunds provided to students who cancel their AP exam or fail to test, between November 15-March 6 will exclude a $40 non-refundable fee. Exam adds, or drops are not permitted after **March 6, 2020**.

If a family needs to arrange for a payment plan or anticipates difficulty in paying for the exam, the family should speak confidentially with the school Principal or Director of School Counseling. If your child receives free or reduced lunch, AP exam fees are covered by LCPS, but your student must still complete the online and paper registration for the exam(s).

An on-line payment portal is available for electronic payments on each school’s website and is available to accept payments from **October 1-November 1**. Changes have been made to the system so that there are no transaction fees and students no longer have to select the name of the AP test, just the number of tests. Checks (payable to LCHS) or cash payments are also accepted by the Counseling Secretary, Anna Mitchum, in the Counseling Office and will also be accepted **October 1-November 1**.

Parents/guardians/students must provide their own transportation to the school on the day of testing. 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. Morning exams begin at 7:45 AM and afternoon exams begin at 12:15 PM, with exams lasting between 4-5 hours. Student may not be dismissed from an exam until all students have finished testing.

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.

Additional information for parents and students can be accessed through the LCHS website. Loudoun County High School will also be sending home an AP Form for parents/students to complete and return to the School Counseling Office. On the back of the form, there are additional facts and reminders regarding AP testing.

Sincerely,

Dr. Michelle Luttrell
Principal
Loudoun County High School