



Omaha Burke High School
12200 Burke Blvd. OMAHA, NEBRASKA 68154

August 2021

Dear Burke AP student and parents/guardians,

Welcome to the AP 2021-2022 school year. This letter is full of vital information for you to go over together as you make plans to earn college credits through exam in your Advanced Placement class(es). Taking the Advanced Placement exam is an important part of all AP courses. Burke High School desires that all students take AP exams for the AP classes that they have taken. Scoring well on an AP exam can often earn a student college credit for their high school class, saving a significant amount on tuition.

To learn more about dual enrollment opportunities associated with some of our AP courses, we invite students, parents, and families to attend our Dual Enrollment Family Night on Thursday, September 2nd from 6 – 7pm in the Burke Auditorium.

Benefits of taking the AP Exam

- With a qualifying AP exam score, students can earn college credit, advanced placement, or both. Individual colleges and universities grant course credit and placement. Visit www.collegeboard.org/ap/creditpolicy OR visit the website of your college of interest to search their AP credit policy.
- Know you're ready for college – AP exams provide you with confirmation of the college-level knowledge and skills you have learned in the classroom.
- Research consistently shows that students who are successful in AP typically experience greater academic achievement in college. The exam is part of the AP experience.
- Earn AP Scholar Awards – students who demonstrate exemplary achievement on three or more exams are recognized as AP Scholars

Required before September 3rd, 2021

For the spring 2022 AP exams, students at Burke will be registering online through **AP Classroom**. This registration will take a few minutes and can be completed from any computer with internet access. Starting the week of August 30th, your student will be given a Join Code that is specific to the AP course and section at Burke High School. They will need to use their AP Student username and password to access the dashboard. AP teachers will help students join the appropriate course to access supports for the 2021-2022 school year.

Every student **must** sign up for an AP/College Board account before September 3rd to be able to access the online supports.

- Each AP student should have ONE AP College Board account. Use the same account you used in year's past. **Do NOT set up a new account each year.** Students who have taken a previous AP exam have accounts. If they don't remember how to login, they can use "Forgot your password" or "Forgot your Username" to gain access. Students need to go to <https://apstudents.collegeboard.org/>
- General Information about student accounts may be found at <http://apstudents.collegeboard.org/>.
- General questions are answered at <https://pages.collegeboard.org/account-help>

- Students needing additional help may contact the College Board for Students and Parents at 1-888-225-5427 or email apstudents@infor.collegeboard.org.

In addition to activating their course, indicating their exam intentions (yes or no for the May 2022 exam) students will also automatically gain access to online supports for the AP course and its skills/materials.

AP Exam Cost

- **The cost of an AP exam is \$96** for all exams except AP Seminar and AP Research. Seminar and Research's exams are \$147. You will be assessed a one-time fee of \$4 per registration.
 - For example: one AP exam = \$100; two AP exams = \$196
- Students qualifying for free/reduced lunch pay \$30 thanks to a College Board reduction and support from the Omaha Public School District.
- **NOTES:**
 - For Dual Enrolled students at UNO and/or Midland, the cost of the AP exam is covered through by UNO and Midland. *You must indicate in TR that you are dual enrolled and for which courses.* Once UNO and Midland contact AP Coordinator Laura Gaunt with accepted students, she will waive AP fees. You will NOT need to pay for these AP exams on Total Registration.
 - If you fill out and receive confirmation of an ACE Scholarship, you will NOT pay on Total Registration for the exam in your AP class(es.)
- Burke High School desires that every student be able to take their AP exams. Students qualifying for free/reduced lunch can receive financial aid. For more information regarding the ACE Scholarship, please see Mrs. Hope Smejkal in the Counselor's Office or the ACE Scholarship website <https://ecmp.nebraska.gov/CCPE-ACE/Account/Login>.

Exam Payment Process

- All payments for AP exams will be due using a secure Total Registration site. Parents, guardians, and/or students pay using credit/debit/check or money order to this company.
- Online exam payment/registration will begin Monday, August 30th at 12:01AM. Payment is due by Monday, October 4th at 11:59PM.
- Payments made between Tuesday, October 5th and Friday, October 25th will be assessed a \$10 late fee per exam.
- **Registration closes Monday, October 25th at 11:59PM.**
- In order to register, students should use the link provided on the school website or visit www.TotalRegistration.net/AP/281716 to register.
- To complete, students must answer all required questions. We know that parents may desire to register their students for exams. **We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered and paid for.**
- Please be sure to have a **credit card or debit card available before beginning registration.** Paying online is a great way to make sure that payment has been made while avoiding mailing the payment. Payments will not be accepted at the school.

Important Notes Regarding Exam Payments/Refunds

- Monday, November 8th is the last day to cancel an AP exam and receive a full refund. To request a refund, students MUST complete the "AP Exam Opt-Out" form from Mrs. Gaunt.

- Friday, December 3rd is the last day to cancel an AP exam and receive a partial refund. To request a refund, students MUST complete the “AP Exam Opt-Out” form from Mrs. Gaunt.
- **No AP Exam request for cancellations will be accepted after Friday December 3rd, 2021.** *After December 3rd, the full cost of the exam will be the responsibility of the parent/guardian/student, an AP Exam will be ordered, and a refund will NOT be issued.* The fee will go on the student's Burke Fine Account and must be paid in full prior to graduation to receive a diploma.
- Students who pay for an AP Exam and do not take it are NOT refunded any portion of the exam cost and are assessed a \$25 fine which must be paid before they receive a diploma or transcripts.

Exam Schedule

- Students who register for AP exams are required to take the exam on the date and time indicated, as determined by the College Board. Requests to take exams at times other than those indicated cannot be honored.
- In very specific circumstances outline by the College Board a student may be allowed to sit for a late exam. Specific information will be shared during spring semester.
- Exams will be taken in May 2022 – see included calendar for additional information. Specific details and testing locations will be announced during spring semester.
- Because there are no exceptions to AP’s national schedule, some exams will extend BEFORE or AFTER school hours. Be sure to plan transportation, after school activities, and work commitments. **NO ONE WILL BE ADMITTED LATE OR DISMISSED EARLY.**
- If you are ordering 2 exams schedule for the **same** time, please contact AP Coordinator Mrs. Gaunt.

AP Exam Accommodations

Students must be pre-approved by the College Board for extra time, extra breaks, and other accommodations. See <https://accommodations.collegeboard.org> for information. If you have any questions about exam accommodations, please contact Nadine Reyes, Burke Counselor and SSD Exam Coordinator (at nadine.reyes@ops.org) and/or Megan Towey, Burke Special Education Department Head (at megan.towey@ops.org). Ms. Reyes and Ms. Towey will be in touch with eligible students during September, October, and November 2021. **The deadline to request accommodations is Friday, December 10th, 2021.**

Attached with this letter is a graphic of the important dates and tasks for AP exam registration and dual enrollment. It synthesizes the information presented here in this letter.

Please contact me if you would like to register for an exam not listed or have any questions or concerns. I look forward to seeing you at Burke’s Dual Enrollment Family Night on Thursday, September 2nd from 6 – 7pm in the Burke Auditorium.

Laura Gaunt

Burke AP Coordinator and Dual Enrollment Coordinator

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Burke Website: <https://burke.ops.org/>