



August 2025

Dear Advanced Placement (AP) Burke High School Student:

You are receiving this letter because you have signed up to take one, or more, Advanced Placement course at Burke High School for the 2024 – 2025 school year. I applaud your personal interest in accepting this academic challenge. The College Board Advanced Placement courses provide **college level studies** for high school students who are willing and prepared to do college level work. AP courses are taught using **college level materials and strategies** that will prepare students to take the College Board AP Exams in May 2025. Taking AP courses is a wonderful opportunity to stand out to colleges, to become familiar with college-level work, to develop college skills and confidence, and to save time and money by possibly earning college credit. Most importantly, studying a college subject in depth could help you discover your true passion and put you on the path to a career.

This letter is to inform you of important information regarding Burke’s AP courses, AP registration, and the May 2025 AP exams. Please read through all the information and the included documents carefully.

DISTRICT & BURKE AP COURSE EXPECTATIONS

- Successful completion of each AP course may require *a minimum of 6 hours* of individual study time per week outside of class on a regular basis for each AP course. Students must organize time and efforts to maximize chances to successfully complete each course.
- Students must follow each course syllabus (e.g., participation, grading, and make-up policies). This includes maintaining academic integrity on all assignments and assessments, maintaining communication with the AP teacher regarding personal, academic, and time management concerns and achievements, and treating the course as one would a college course for which one is earning credit towards a post-secondary degree.
- **Most AP courses are a year-long commitment, and it is an expectation that students will remain in the course for the entire enrollment period.**
 - Students may request schedule changes *only* in extreme situations that involve major changes to your personal or academic circumstances. Space in other classes is limited.
 - *Students earning an F in the first semester will meet with their AP teacher, counselor, and Assistant Principal/Academic Director to determine placement for second semester.*

AP EXAM INFORMATION

- AP exams are standardized exams that measure how well students have mastered the content and skills of a specific AP course. AP exams administered by schools **worldwide** every year in May.
- All AP exams are created and scored by teams of AP teachers and college professors on a scale of 1 to 5.
 - A score of 1 means there is “no recommendation” from the College Board for a student to receive college credit or advanced placement.
 - A score of 5 means that a student is “extremely well qualified” to receive college credit or advanced placement.
- Taking the AP exam is optional. However, the workload is the same whether or not students take the AP exam.
- Students who don’t take the AP exam have to take district final which is written in the same format as the AP exam; this final will be a part of the student’s semester grade.
- **Know the format of your AP Exam(s):** Click on the *About the Exam* tab on your course page at <https://apstudents.collegeboard.org/course-index-page>

COLLEGE CREDIT & COLLEGE PLACEMENT

Students can typically earn college credit and/or placement into honors or advanced courses when they score a 3 or higher on an AP Exam (depending on the exam and the post-secondary institution of choice). **Please note that each college and university has its own policies regarding AP credit and placement.** Visit <https://apstudents.collegeboard.org/getting-credit-placement> for more information.

Credit Vs. Placement

- **Credit:** Many colleges offer credit for AP scores.
 - Example—a student earns a 4 on their AP Biology Exam, and the college grants 8 credits for that score. That means the student has earned 8 credits before taking their first class there.
- **Placement:** Many colleges recognize that AP scores demonstrate knowledge of material in certain courses and let students skip those courses.
 - These could be introductory courses required in your major, or core courses the college requires all its students to take.

Find colleges that grant credit, placement, or both for AP Exam scores at:

<https://collegeboard.org/apcreditpolicy>

- Search by course or college/
- Data for each college includes a direct link to that college’s website detailing AP credit and placement policies.
- See each college or university’s statement about its AP policy.

AP EXAM COST

- For the 2024 – 2025 school year, Omaha Public Schools is covering the cost of AP exams.
- Students who are eligible for free or reduced lunch **are still required to complete the district application for free/reduced lunch to have their AP Exam fees waived by the College Board.**
 - *Please complete this form at <https://www.schoolcafe.com/OMAHAPS> if you believe you are or might be eligible.*
- All students must register on the College Board website. See more information outlined in the next section.

AP CLASSROOM & AP EXAM REGISTRATION

AP Course Registration:

- Students **MUST** join each of their AP class(es) on <https://myap.collegeboard.org/login> **by Friday, September 27th, 2024.**
- AP teachers will share the Join Code at the start of the school year.
- Joining the class through the AP website also gives students access to the resources available (study guides, practice exams, video tutorials, etc.).
- Students can check exam registration (dates, time, etc.) at any time by logging into their My AP accounts.

Reminders for Registration:

- **Account Information:** It is important that you keep the same e-mail and account information for all your College Board activity. *Do NOT set up a new account each year.*
 - Don’t remember how to login? Use “Forgot your password” or “Forgot your Username”.
 - General questions are answered at <https://pages.collegeboard.org/account-help>
- **Order Exam Status:** Students must indicate “Yes” they would like an exam ordered. The default sets them at “Undecided” and an exam will not be ordered unless they change it to “Yes” under “Order Exam.” **This needs to be completed no later than Friday, October 18th, 2024.**

AP EXAM SCHEDULE

- **AP Exams are scheduled Monday, May 5th, 2025, through Friday, May 16th, 2025.** See included schedule for specifics.
- 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.
- Testing locations and exam procedures will be shared 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.**

AP EXAM POLICY FOR LATE TESTING

- In very specific circumstances, outlined by the College Board, a student may be allowed to take a late exam. See chart below.
- Make-Up/Late Testing will **NOT** be offered to students for unapproved reasons. Students must plan accordingly to ensure that unapproved events do not interfere with their AP Exam.
- *To be approved for a late examination, official documentation must be provided to the AP Coordinator as indicated.* There is no additional cost for an approved late exam. If documentation is **not** provided, the student will **NOT** be allowed to take a late exam.

Per College Board, approved late testing accommodations include the following:

Approved Late Testing Reason (College Board)	How to Provide Proof
Academic contest/event	Email from Administrator, Professor, or College Counselor indicating day/date/time of event
Athletic contest/event	Email from Coach indicating day/date/time of event
Serious injury, illness, or family tragedy	Doctor or Emergency Department (ER) Note
2 or more AP Exams on the same date at the same time	AP Coordinator Approved – no documentation necessary

CANCELING AP EXAM REGISTRATION & COLLEGE BOARD FEES

- The College Board charges a **\$40.00 cancellation fee** if students decide **after Friday, November 8th, 2024**, that they **no longer** want to take their AP exam(s). This includes students who registered for an AP exam and drop the course.
- The College Board charges a **\$40.00 late fee** if students decide **after Friday, November 8th, 2024**, that they want to **add** an AP exam(s), per exam.
- **Students dropping an AP course and/or canceling an AP Exam after Friday, November 8th, 2024, need to complete an opt-out form.** This form requires a parent/guardian signature, teacher(s) signature, and student signature.
 - o *Failure to complete the "AP Exam Opt-Out" form may result in an ordered exam for a student who is no longer enrolled in the course and/or who no longer wishes to take the exam.*
- Any student who registered for an AP exam(s) that fails to show up for their scheduled examination on the appointed date and time will **not** be allowed to take a late exam and will receive a **\$40.00 cancellation fee for EACH AP** exam.
- All fees are added to students' accounts and must be paid in full prior to graduation in order to receive their diploma.

AP COMMUNICATION

- Students are responsible for knowing when their exam is scheduled to occur, as this information is communicated throughout the school year.
- **Students should check their school email regularly to ensure that they are up to date on notifications and reminders.**

AP EXAM SCORE & SCORE REPORT INFORMATION

When do AP exam scores arrive?

- Scores will be available to students online at <http://apscore.org> in July 2025.
- To access scores, students must log into their My AP account at <http://myap.collegeboard.org>.

How are AP exam scores sent to colleges/universities?

- Students may designate one college/university to receive a free score report in their My AP accounts by **June 20th, 2025**.
- There is an additional fee if a student chooses to send a score report to more than one college/university.
- A student's score report is cumulative and will show scores from all AP exams taken, except for withheld and/or cancelled scores.
- Additional information can be found at <https://apstudents.collegeboard.org/sending-scores>.

May AP exam scores be withheld or cancelled?

- Yes, students have the option to withhold or cancel AP exam scores. However, the mere fact that a student engages in college-level work while in high school illustrates a student's willingness to accept academic challenges. In addition, for seniors, admission decisions are made before AP exam scores are released. Score Reporting Services and forms can be found at <https://apstudents.collegeboard.org/score-reporting-services>

AP EXAM ACCOMMODATIONS

- *Students who already have an IEP or 504 on file must be pre-approved* by the College Board for extra time, extra breaks, sign language interpreters, and any other accommodations for the upcoming Advanced Placement Program exams in May 2025. To see what accommodations are permitted by the College Board see <https://accommodations.collegeboard.org> for additional information.
- **Please note that an application does not guarantee access to AP Exam accommodations.** The College Board makes the final determination regarding accommodations. In addition, requests for testing accommodations after the deadline may not be approved in time for testing.
- If you have any questions about Advanced Placement exam accommodations, please contact Nadine Reyes, Burke Counselor and SSD Exam Coordinator, at nadine.reyes@ops.org, Megan Towey, Burke Special Education Department Head, at megan.towey@ops.org), and/or your IEP or 504 case holder.
- **Students will receive paperwork via email. For eligible students, please complete this paperwork and return it no later than Friday, December 13th, 2024.**

Attached with this letter is a list of the important dates and tasks for the Fall 2024 semester. It synthesizes the information presented here in this letter. I look forward to a great first semester!

Laura Gaunt

Burke AP Coordinator and Dual Enrollment Coordinator

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