



December 2024

Congratulations and welcome to the spring 2025 semester! Your student has signed up to take AP Microeconomics and/or AP United States Government and Politics at Burke High School. 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. 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 of the information and the included documents carefully.

DISTRICT & BURKE AP COURSE EXPECTATIONS

- 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.

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.
- 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>

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 in order to have their AP Exam fees waived by the College Board. **Please complete this form if you believe you are eligible.**

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 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 REGISTRATION

Please complete these essential tasks to ensure successful registration:

- **Step 1: AP Course Registration**
 - Students **MUST** join the appropriate class roster for their AP US Government class on the AP website. **This needs to be completed by Friday, January 31st, 2025.**
 - Directions on how to join a class and the Join Code will be provided by Mr. McBride
 - 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.**
 - **SENIORS** – make sure that the email address on file is NOT your OPS email. The College Board may attempt to contact you over the summer and your OPS email expires after graduation.
 - 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>
 - Students needing additional help may contact the College Board for Students and Parents at apstudents@infor.collegeboard.org or 1-888-225-5427.
- In addition to activating their course(s), students **MUST** indicate their exam intentions (yes or no) for each AP exam. **This needs to be completed no later than Thursday, February 13th, 2025.**

AP EXAM SCHEDULE INFORMATION

- **AP Exams are scheduled Monday, May 5th, 2025 through Friday, May 16th, 2025.** 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, outlined by the College Board, a student may be allowed to sit for a late exam. Specific information will be shared during spring semester.
- Specific details and testing locations will be announced in April 2025.
- 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.**
- Since all AP Exams are now either fully digital or hybrid, there will be NO off-site testing this school year.

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

- *NOTE: All fees go on the student’s account and must be paid in full prior to graduation in order to receive a diploma.*
- **Students wanting to cancel the AP Microeconomics and/or AP US Government exam without accruing a cancellation fee from the College Board must do so by Friday, March 7th, 2025.** *Students MUST complete the “AP Exam Opt-Out” form.* This form requires a parent/guardian signature, teacher(s) signature, and student signature. Plan ahead to ensure you get all the required signatures.
 - 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 or who no longer wishes to take the exam.*
- Students who register for an AP exam but fail to test on the appointed date and time will receive a **\$40.00 cancellation fee for EACH AP exam.**

AP EXAM ACCOMMODATIONS

- *Students who already have an IEP or 504 on file must be pre-approved* by the College Board. To see what accommodations are permitted by the College Board see <https://accommodations.collegeboard.org>.
- **Applications for accommodations were due in December 2024.** You should have received emails from me throughout first semester with information and the release form.
- **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.

I look forward to a great second semester!

Laura Gaunt

Burke AP Coordinator and Dual Enrollment Coordinator

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January 2025

- **Monday, January 6th: Registration for AP Microeconomics and AP US Government (second semester) classes begins.** Students complete College Board digital account activation process using join codes given by Mr. McBride (AP teacher)
- **Friday, January 31st:** Deadline for students to register/sign up in My AP Classroom for AP Microeconomics and/or AP US Government

February 2025

- **Thursday, February 13th:** Deadline for students to indicate exam intentions in My AP account (YES or NO for exam) for AP US Government
- **Friday, February 14th:** AP Coordinator changes all "undecided" exams to "no" in AP system
- **Monday, February 24th - Friday, February 28th:** Mrs. Gaunt, AP Coordinator, contacts students to confirm spring semester exam choices

March 2025

- **Friday, March 7th:** Last day to **add** the AP Microeconomics and/or AP US Government Exam (for students who originally selected "no" as their exam choice)
- **Friday, March 7th:** Last day to **cancel** AP Microeconomics and/or AP US Government without a \$40 fee unused/cancellation exam fee. *Students MUST complete the "AP Exam Opt-Out" form.*

April 2025

- **Early April:** Mrs. Gaunt contacts students with SSD testing accommodations with specific information
- **Mid to late April:** Mrs. Gaunt, AP Coordinator, contacts students with specific AP Exam information (including procedures, dos/dont's, specific testing locations, etc.)