

Subject: Welcome to AP at Pope High School – Important 2026–2027 Exam Registration & Deadline Details

Dear AP Students and Families,

Welcome to the 2026–2027 school year. My name is Scott Chruszcz, and I am excited to serve as Pope's AP Testing Coordinator this year. Advanced Placement (AP) courses offer students a fantastic opportunity to tackle college-level coursework, develop critical thinking skills, and potentially earn college credit.

As we kick off the fall semester, I am reaching out to share critical information regarding AP exam registration, payment schedules, and key College Board guidelines.

1. Two-Step Registration Process

To ensure an exam is ordered for your student, two steps must be completed:

1. **Join the AP Classroom Online:** Students must log into their [College Board account](#) and enter the unique Join Code provided by their AP teacher for each class. This connects them to online practice materials and registers their intent to test. [Deadline for this was August 31. This is likely completed.]
2. **Submit Payment:** Exam fees must be paid through Total Registration [totalregistration.net] by the deadline listed below.

2. Important Payment Window & Fee Structure

- Payment Window **Opens:** Tuesday, September 8, 2026 @ 8:00 a.m.
- Payment **Deadline:** Wednesday, November 4, 2026 @ 10:00 p.m.

Fee Schedule:

- Exam Fee: **\$99** per exam
- Administration Fee: \$15 one-time administrative fee per student (*covers local testing center logistics and proctoring setup*)

Late Fee Warning:

Please note that College Board strictly enforces a **\$40 late fee per exam** for any exam ordered or paid for after November 4. To avoid unnecessary costs, please ensure all payments are completed before the deadline.

3. Additional Key Information from College Board

- **Fee Reductions & Assistance:** College Board offers exam fee reductions for eligible students who demonstrate financial need. If your family qualifies for the Federal Free/Reduced Lunch program or needs financial assistance, please contact me confidentially as soon as possible so we can lower your per-exam cost.

- Testing Accommodations: If your student receives SSD (Services for Students with Disabilities) accommodations (e.g., extended time), those accommodations must be formally approved by College Board prior to the testing season. If you are unsure of your student's approval status, please contact our counseling office.
- May 2027 Exam Schedule: All AP exams will be administered at school during the official College Board window: May 3–14, 2027. Specific subject exam dates and morning/afternoon session times can be viewed on the [College Board AP Exam Dates page](#).

Summary Checklist for Families:

- ☐ Confirm your student has entered their teacher's Join Code in AP Classroom.
- ☐ Submit payment (\$99/exam + \$15 admin fee) between Sept 8 and Nov 4.
- ☐ Reach out if you need to inquire about College Board fee reductions.

Thank you for supporting your student in their AP journey. Please feel free to reach out to me via email at scott.chruszcz@cobbk12.org if you have any questions regarding registration or testing.

Warm regards,

Scott Chruszcz

AP Testing Coordinator

Pope High School