



AP Exam Registration Process

- ☐ **Step 1:** Enroll in AP Classroom online via the College Board website for the section of the AP Course which you desire to take the exam.

Course	Section	Teacher	Join Code
AP Biology	AP Bio P.5	Sandra Laroche	7E2D67
AP Calculus AB	AP Calc AB P.1	Heather Perrier	2JDMW3
AP Calculus BC – EXAM ONLY	AP Calc BC – EXAM ONLY		WZJN7W
AP English Language and Composition	AP Eng. Lang. P.1	Holly Farnsworth	QZM2E7
AP English Language and Composition	AP Eng. Lang. P.2	Holly Farnsworth	RAQG4R
AP English Language and Composition	AP Eng. Lang. P.6	Holly Farnsworth	M3VM4V
AP English Literature and Composition	AP Eng. Lit. P.3	Robert Archer	7W4AW2
AP Environmental Science	AP Env. Sci. P.6	Joe Groves	N3MR3G
AP Physics 1	AP Physics P.1	Matthew Croskrey	R2YZ7V
AP Psychology	AP Psych P.6	Kirsten Guenzel	7AMZA9
AP Spanish Lang. and Culture	AP Spanish Lang. P.4	Donelle Osborne	JYMM6R
AP Statistics	AP Stats P.2	Aubrey Smith	RRJ9WQ
AP United States Government and Politics	AP Gov. P.5	Mark Miller	D39EWR
AP United States History	AP US History P.3	Robert Homburg	ENDAY4
AP United States History	AP US History P.5	Robert Homburg	QVYLEP
AP United States History	AP US History P.6	Robert Homburg	ZRENV3
AP World History: Modern	AP World Hist P.1	Kirsten Guenzel	AL4YPD
AP World History: Modern	AP World Hist P.3	Kirsten Guenzel	Z99N6G
AP World History: Modern	AP World Hist P.4	Kirsten Guenzel	XYN4N9
AP 2D Art & Design	AP 2D Art P.5	Carrie Stroud	6NNGPN
AP Drawing	AP Drawing P.5	Carrie Stroud	YLW4QY

- ☐ **Step 2:** Complete the 23-24 Shadle Park HS AP Exam Registration Form.
- ☐ **Step 3:** (if needed) Meet w/ Mr. Dunn to discuss fee assistance.
- ☐ **Step 4:** Pay for your exams through the Shadle Park HS Business Office.



The registration window for ordering your AP Exam(s) is Oct. 16th, 2023 – Nov. 9th, 2023. Please bring your completed form to the SPHS Business Office which is open Mon – Fri, 7:00am – 3:30pm or can be reached at 509-354-6720.



Shadle Park HS 2023-2024 AP Exam Registration

Name: _____ Student ID# _____ Grade: ☐ 9th ☐ 10th ☐ 11th ☐ 12th

➔ SELECT THE EXAM(S) YOU WISH TO TAKE-----

TESTS PROCTORED BY SHADLE PARK HS	
SCIENCE	SOCIAL STUDIES
<input type="checkbox"/> Biology – LaRoche (\$98)	<input type="checkbox"/> World History – Guenzel (\$98)
<input type="checkbox"/> Physics – Croskrey (\$98)	<input type="checkbox"/> US History – Homburg (\$98)
<input type="checkbox"/> Environmental Science – Groves (\$98)	<input type="checkbox"/> US Government – Miller (\$98)
ENGLISH	<input type="checkbox"/> Psychology – Guenzel (\$98)
<input type="checkbox"/> Language and Comp. – Farnsworth (\$98)	WORLD LANGUAGE
<input type="checkbox"/> Literature and Comp. – Archer (\$98)	<input type="checkbox"/> Spanish Language – Osborne (\$98)
MATH	ARTS
<input type="checkbox"/> Calculus AB – Perrier (\$98)	<input type="checkbox"/> 2D Art & Design – Stroud (\$98)
<input type="checkbox"/> Calculus BC – Exam Only (\$98)	<input type="checkbox"/> Drawing – Stroud (\$98)
<input type="checkbox"/> Statistics – Smith (\$98)	

Total Number of Exams to be taken at Shadle Park HS = _____

➔ SELECT YOUR PAYMENT OPTION -----

ALL EXAMS REQUIRE A \$40.00 NON-REFUNDABLE DEPOSIT

☐ **Option 1:** I do not qualify for any fee waivers and plan to pay the full \$98 per exam now.

Total Fees \$ _____ = (number of exams _____) x (fee per exam)

☐ **Option 2:** Pay \$40/exam deposit now. Pay the remaining balance no later than March 1st, 2023. The remaining balance will be charged to your student account in the form of a fine until it is paid.

Total Deposit \$ _____ = (number of exams) x (\$40)

Total Remaining Balance \$ _____ = (number of exams) x (\$58)

☐ **Option 3:** I qualify for free/reduced lunch or I meet the income guidelines on the attached form and therefore take my AP Exam(s) at no cost to me.

***Total Amount \$0.00 with completion of attached OSPI Income Verification Form and submission to the SPHS Business Office.

☐ **Option 4:** I do not qualify for any fee waivers, but I would like to seek assistance paying for my exams.

Please email Mr. Dunn (ChrisDu@spokaneschools.org) to request this type of financial assistance.

➔ PAYMENT DETAILS -----

- ✓ Students and families can pay online at <https://wa-spokane.intouchreceipting.com/> using the login information as described below or by contacting the SPS Business Office at 509-354-6720. Additionally, students/families may complete payment by visiting the SPS Business Office (open Monday - Friday 7:00am - 3:30pm).
In-Touch Receipting Username: Student ID #
In-Touch Receipting Password: Student Last Name (ex. Smith or SMITH)
(If you are selecting Opt. 2, 3, or 4 from the options on the previous page DO NOT pay online- online payment is only used for Opt. 1 above).
- ✓ **For students selecting Option 4 above** who do not qualify for a fee reduction but need assistance, we have a limited number of scholarships available to assist students/families (*do not wait until the last minute to ask for help – once the scholarships are expended we will not have more*). Email Mr. Dunn at ChrisDu@spokaneschools.org for more information on fee reductions or fee assistance.
- ✓ **All exams require a non-refundable \$40.00 deposit as charged by College Board.** Additionally, no refund requests (of up to \$58.00 per exam) will be accepted after March 15th.

➔ OTHER EXAM INFORMATION -----

- ✓ Registration begins **Monday October 16th** and runs through **Thursday November 9th**. **After Thursday November 9th, students registering for an exam will incur an additional \$40.00 late fee** on top of the \$98.00 registration fee.
- ✓ All Advanced Placement Exams proctored by Shadle Park HS **will be held in alignment with the schedule below**. If you have any questions regarding the AP Program or AP Exam opportunities, please contact Mr. Dunn at ChrisDu@spokaneschools.org.

Official College Board Schedule for 2024 AP Exams <small>If you require a late exam due to conflict, contact Mr. Dunn to see if you are eligible. There is a \$40 late fee associated with most late exams.</small>	DATE	MORNING (8:00am PST)	AFTERNOON (12:00pm PST)
	Monday May 6 th	US Government & Politics	-
	Tuesday May 7 th	-	Statistics
	Wednesday May 8 th	English Literature & Composition	-
	Thursday May 9 th	Environmental Science	Psychology
	Friday May 10 th	US History	-
	Monday May 13 th	Calculus AB Calculus BC	Computer Science Principles
	Tuesday May 14 th	English Language & Composition	-
	Wednesday May 15 th	World History: Modern	-
	Thursday May 16 th	Spanish Language & Composition	Biology
	Friday May 17 th	Physics	-

NOTE: Afternoon exams will likely end after 3:30pm

➔ SIGNATURE OF UNDERSTANDING -----

By signing this document, I acknowledge that I have read and understand the information provided in this document and agree to all procedures, practices, and payments associated with AP Exams at Shadle Park High School as described in this document.

Parent/Guardian/Family Signature: _____ Date: _____

Student Signature: _____ Date: _____



OSPI

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Secondary Education and Pathway Preparation
Old Capitol Building
PO BOX 47200
Olympia WA 98504-7200

**2023-24 ADVANCED PLACEMENT, CAMBRIDGE INTERNATIONAL,
AND INTERNATIONAL BACCALAUREATE TEST FEE PAYMENT
LOW-INCOME STUDENT VERIFICATION**

The Washington State Legislature provides funds for eligible students to offset the cost of Advanced Placement (AP), Cambridge International (CI) and International Baccalaureate (IB) examinations for the year 2023-24 testing session. Complete this form and attach appropriate documentation to verify an AP/CI/IB candidate's eligibility for this program.

Program (check one): <input checked="" type="checkbox"/> Advanced Placement <input type="checkbox"/> Cambridge International <input type="checkbox"/> International Baccalaureate		
CANDIDATE'S LEGAL NAME		PARENT OR GUARDIAN'S NAME
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Other <input type="checkbox"/> Not Disclosed		
SCHOOL NAME	WORK PHONE	HOME PHONE
Shadle Park High School		
ADDRESS	CITY, STATE, ZIP	
4327 N. Ash St.	Spokane, WA 99205	

Select method used to determine low-income student eligibility for the AP/CI/IB Test Fee Payment program:

- ☐ Current **Free and/or Reduced Lunch** eligibility.
- ☐ Student's family receives assistance under Part A of Title IV of the **Social Security Act**.
- ☐ Student is eligible to receive medical assistance under the **Medicaid program** under Title XIX of the Social Security Act.
- ☐ **Family Declaration of Income** – (see chart below for income levels)
Parent/guardian signature below certifies that the above-named student's family taxable income (before tax deductions) does not exceed the 2023-24 income level listed below in relation to the size of the family unit.

Signature of Parent/Guardian

Date

July 1, 2023 – June 30, 2024 Annual Low-Income Levels

Size of Family Unit	Family Taxable Income	Size of Family Unit	Family Taxable Income
1	\$26,973	5	\$65,009
2	\$36,482	6	\$74,518
3	\$45,991	7	\$84,027
4	\$55,500	8	\$93,536

**For family units with more than 8 members, add \$9,509 for each additional family member.*

For School Use Only

Signature of teacher, school counselor, coordinator, or school/district administrator responsible for documenting student eligibility signifies that this confidential document is only to be used for verification of low-income student eligibility for the AP/CI/IB Test Fee Payment Program. This form and documentation for all methods used to determine low-income student eligibility will be kept in a confidential file at the school or district level. This record and documentation to confirm low-income status is subject to audit. Under ESEA Title I provisions, records must be kept for five years.

Signature of Teacher, School Counselor, Coordinator or School/District Admin Responsible for Documenting Low-Income Student Eligibility

Date