

Advanced Placement Exam Agreement & Registration (May 2025)

Copley High School

Congratulations on challenging yourself by taking an Advanced Placement Exam this school year. Taking an AP course and exam is a collaborative effort between the student, parent/guardian and Copley High School. Each party plays a role and must make the commitment to meet the expectations listed below. Please read both pages carefully for important information and deadlines.

The Student agrees to:

1. Organize time and effort to successfully complete the AP course in which he/she is enrolled.
2. Notify teachers immediately if falling behind in class readings and/or assignments.
3. Complete assignments, readings and projects outside of class time.
4. Take the AP Exam on its scheduled date and time as outlined by the College Board.

The Parent/Guardian agrees to:

1. Be familiar with and accept the AP course requirements and policies.
2. Submit exam fee as determined by the AP Course in which the student is enrolled.. If the parent/guardian is unable to meet these requirements for financial reasons, contact the guidance office.
3. Have their student take the AP exam on its scheduled date and time as outlined by the College Board. *Students who miss an AP exam are required to pay a late fee and can forfeit taking the exam.

All students enrolled in an Advanced Placement course are **required** to take the corresponding AP Exam. Only exams for courses offered at CHS will be available, unless a teacher recommendation is made. **The cost of each exam is \$99.00.** If students have multiple AP courses, they may combine their payments into one check made payable to Copley High School. **Fee reductions** are available to families who have completed an application and qualify for the federal free or reduced school lunch program. See the Guidance office secretary **BEFORE** you submit payment if you qualify for a fee reduction. If a student qualifies for a fee reduction the cost of each exam would be reduced to \$20.00.

**Any student NOT currently enrolled in an AP course who would like to take an AP Exam offered at Copley High School must schedule a meeting with Mr. Campana in the Guidance office before October 15th to review requirements.

Please sign and complete the registration agreement and return pages 1 and 2 to the guidance office with payment by October 31st for full year courses or February 23rd for semester 2 courses.

Student Signature

Date

Parent Signature

Date

PRINT Student Name _____

Grade _____

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SECTION 1:	Name of AP Exam	Student enrolled in Copley HS Class corresponding with exam?
1.) _____		YES NO*
2.) _____		YES NO*
3.) _____		YES NO*
4.) _____		YES NO*
5.) _____		YES NO*
6.) _____		YES NO*
7.) _____		YES NO*

Number of AP Exams student is taking _____ X **\$99.00** = _____ **TOTAL DUE**

SECTION 2:

- Does the student have an IEP or 504 Plan? (Circle One) YES NO
- If the student has IEP/504 Plan do you wish to apply for testing accommodations? YES NO
- Does the student qualify for the free or reduced lunch program? (Will Reduce Exam Fees) YES NO

For Students with IEP or 504 Plan:

**If a student has previously been approved for College Board accommodations the student will be tested with accommodations automatically.

**If student was previously approved for testing accommodations but DOES NOT wish to use these accommodations for this years AP Exams, parent/guardian must sign below:

Test my student WITHOUT accommodations for Spring AP Exams, _____
Parent/Guardian Signature

**Please pay promptly additional late fees may be incurred after October or February(AP Microeconomics only) deadline.

**If an AP Course is dropped a fee may be charged to students even if the AP exam is not taken

**Payment Accepted: Cash(exact amount) or Check made payable to Copley High School

If you circled **NO for any of the above classes(Section 1) you **must complete the following 2 steps to order an exam.**

Addition Steps for Students NOT Enrolled in AP Course	Signature of AP Coordinator
1. Meet with AP Coordinator to review test procedures	
2. Receive Join Code and enroll in AP Classroom	

For Office Use Only:

Payment: Cash CK _____

Date Received: _____

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****KEEP THIS SCHEDULE FOR YOUR OWN REFERENCE****

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 5	Biology	Microeconomics
Tuesday, May 6	Chemistry	Government
Wednesday, May 7	English Literature and Composition	
Thursday, May 8	Statistics	World History
Friday, May 9	United States History	Chinese
<p>Art and Design: Friday, May 9th (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.</p>		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 12	Calculus AB Calculus BC	
Tuesday, May 13	French Precalculus	
Wednesday, May 14		Physics C: Mechanics
Thursday, May 15	Spanish	Physics C: Electricity and Magnetism
Friday, May 16		Psychology

****KEEP THIS SCHEDULE FOR YOUR OWN REFERENCE****

Reminder:

- CHS Students are REQUIRED to take the AP Exam on the scheduled date corresponding with the AP course in which they are enrolled.