

Date: March 2015
To: Advanced Placement Students and Parents/Guardians
From: Jane Grappone, Director of Counseling Services,
Scott McMullen, AP Coordinator

Re: **AP EXAMINATION PROCEDURES – PLEASE SAVE**

We would like to take this opportunity to familiarize you with the procedures that will be used for the administration of AP examinations. **PLEASE READ ALL THE INFORMATION.**

1. Advanced Placement exams will be administered from **May 4 - 15, 2015**.
2. AP examinations will be given at either the Unitarian Universalist Church, located on Shelter Rock Road or at the high school. **Exams that will be administered at the High School are:** Spanish and French. Advanced Placement teachers will provide students with additional information about testing locations as the time draws near.
3. School buses will depart from and return to the **High School Cafeteria Entrance**. **Buses will depart at 7:15 a.m. for morning exams and 11:15 a.m. for afternoon exams.** Buses will not wait after the times listed here. Therefore, please **BE ON TIME!** **PLEASE NOTE: Buses for the AP Marco/Microeconomics exams will leave school at 7:30 am.**
4. All students must travel to and from the Church by school bus. **This regulation is a condition set by the Church.** Please do not jeopardize our welcome at this comfortable, quiet, air-conditioned facility by violating the Church's request. Please remind your child *that we are guests in a house of worship, and that he/she should behave respectfully.*
5. Any student who misses the departure bus should report immediately to Mr. Vercessi, the Assistant Principal. **Neither students nor parents may drive directly to the Church.**
6. Students are expected to attend all classes that do not conflict with an AP exam. Any student who will miss lunch as a result of this rule must get a pass from the Counseling Center to be excused from a class to eat lunch.
7. The fee for each AP examination is **\$115.00**. Please make checks payable to **Manhasset Public Schools**. **Payment is requested at the Counseling Center no later than Friday, April 17, 2015.** Fee reductions are available for students who receive free or reduced lunch. Students who believe they qualify should see their counselor as soon as possible.
8. Students with disabilities must have been previously approved by the College Board in order to use their testing accommodations.
9. Students are expected to make a good faith effort to complete their exams to the best of their ability. Students who are observed not doing so will have their names reported to the appropriate administrator and the AP designation will be removed from the transcript. In addition, a letter will be forwarded to the college in which the student has enrolled.