

Title I Exam Payment Student/Parent Instructions

Important Note:

- These instructions **MUST** be followed correctly in order for Title I to pay for the cost of **ONE** of your AP Exams.
- Students who have Title I pay for the cost of **ONE** of their AP exams and **DO NOT** sit for the exam will have a **\$40 fee** placed on their school account.
 - This fee will **prevent** you from exempting final exams and receiving your diploma if you are a senior.
- **AP Exam FALL registration opens on September 25th and will close on October 24th.**
- **AP Exam Spring registration opens on January 14th and will close on February 12th.**

Students taking <u>ONE</u> (1) AP Exam	
Instructions:	<ul style="list-style-type: none"> ● Log onto https://user.totalregistration.net/AP/443739 ● Complete the registration process for your ONE (1) AP Exam <ul style="list-style-type: none"> ○ Designate your free/reduced lunch status ● DO NOT make a payment on your exam ● Allow the AP Testing Coordinator 72 hours to apply the Title I Waiver to your Total Registration Account ● Log back into https://user.totalregistration.net/AP/443739 and ensure that the Title I Waiver has been applied to your account and that you have a ZERO (\$0) balance <ul style="list-style-type: none"> ○ Should display one of two notes: (dependent on f/r status) <ul style="list-style-type: none"> ■ "Title I Exam Partial Waiver" ■ "Title I Exam Full Waiver"
Students taking <u>MULTIPLE</u> AP Exams	
Instructions:	<ul style="list-style-type: none"> ● Log onto https://user.totalregistration.net/AP/443739 ● Complete the registration process for ALL of your exams <ul style="list-style-type: none"> ○ Designate your free/reduced lunch status ● DO NOT make a payment on your exams ● Allow the AP Testing Coordinator 72 hours to apply the Title I Waiver to your Total Registration Account for the amount of ONE AP Exam ● Log back into https://user.totalregistration.net/AP/443739 and ensure that the Title I Waiver has been applied to your account and that you have received a waiver for the cost of ONE exam with one of two notes: (dependent on f/r status) <ul style="list-style-type: none"> ○ "Title I Exam Partial Waiver" ○ "Title I Exam Full Waiver" ● Once the Title I Waiver has been applied to your account, make payment for the rest of your exams. <ul style="list-style-type: none"> ○ Reduced Exam Students: Make the FULL payment of your remaining balance by October 24th. ○ Full Cost Students: Make a PARTIAL payment of \$40 PER exam by October 24th. Complete the FULL payment by February 12th.