

**Ravenwood High School  
Advanced Placement Program  
2019 - 2020**

AP Parents and Students:

**Please read this letter in its entirety and retain it for future reference.** You are currently enrolled in an AP course. Taking an AP course and exam is a collaborative effort between the student, parent/guardian, and the school. Each party must make the commitment to meet the expectations.

AP exams will be May 4-15, 2020. Students must register and pay for the exams by October 1<sup>st</sup>. The exam schedule is printed on the back of this form.

**AP Payment Procedures are as follows:**

All payments shall be made online or given to Ms. Debra Zinger in the front office.

***Payment Amount***

- Payment - \$94 per exam (\$43 non-refundable);
- AP Seminar - \$142
- After November 1 - \$134 per exam (\$94 +\$40 late fee)

***Registering & Paying Online (Opens September 5<sup>th</sup>)***

- Go to <https://osp.osmsinc.com/WilliamsonTN/Default.aspx>
- Let Mrs. Helmbrecht know if you are scheduled to have two AP exams at the same time/date.
- Return the AP Registration and Driving Permission forms to Ms. Debra Zinger in the front office.

***Registering in Person***

- Return the AP Registration and Driving Permission forms to Ms. Debra Zinger in the front office along with payment. Due by November 1<sup>st</sup>.

***By Check***

- Make the check payable to Ravenwood High School.
- Please **legibly** write the name and grade of the student for whom exams are being paid in the “for” line of the check.

***By Cash***

- Please bring the exact amount for the payment.
- Each student should make sure that he/she receives a receipt for the cash payment.
- Each student should make sure that the receipt has the correct AP exam names listed.

Please mark your calendars and make any necessary preparations to ensure prompt payment. **All registrations and payments due by November 1<sup>st</sup>.**

The testing site is located at **Holy Family Catholic Church**, 9100 Crockett Rd, Brentwood. Students **must arrive one hour prior to exam start time**. Example: Arrive at 7 a.m. for 8 a.m. exams. Also, all parents and students are required to fill out and return the attached Driving Permission form.

Please make a note of your exam schedule on your calendars.

We wish you a great experience with your AP course and exam.

Regards,

Mrs. Stacey Helmbrecht, RHS AP Coordinator  
[stacey.helmbrecht@wcs.edu](mailto:stacey.helmbrecht@wcs.edu)

Dr. Reggie Mason, RHS AP Administrator  
[reggiem@wcs.edu](mailto:reggiem@wcs.edu)

Registration forms and payment due **by October 1<sup>st</sup>.**

# AP EXAM SCHEDULE

## 2019-2020

<b>Week 1</b>		
<b>Test Date</b>	<b>Morning (8 AM – 12 PM)</b> <i>Arrive by 7:15 AM</i>	<b>Afternoon (12 PM – 4PM)</b> <i>Arrive by 11:15 AM</i>
<b>Monday</b> 4-May	US Government and Politics	Physics C: Mechanics (12:00)
		Physics C: Elec. & Mag. (2:00)
<b>Tuesday</b> 5-May	Calculus AB and Calculus BC	Human Geography
<b>Wednesday</b> 6-May	English Literature and Composition	European History
<b>Thursday</b> 7-May	Chemistry	Physics I
	Spanish Literature and Culture	
<b>Friday</b> 8-May	United States History	Art History
		Computer Science A
<p><b>Studio Art:</b> May 10th is the last day for your school to submit digital portfolios and to gather 2-D Design and Drawing students for the physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to coordinators before this date.</p>		

<b>Week 2</b>		
<b>Test Date</b>	<b>Morning (8 AM – 12 PM)</b> <i>Arrive by 7:15 AM</i>	<b>Afternoon (12 PM – 4PM)</b> <i>Arrive by 11:15 AM</i>
<b>Monday</b> 11-May	Biology	Environmental Science
<b>Tuesday</b> 12-May	Spanish Language and Culture	Psychology
	Seminar*	Latin
<b>Wednesday</b> 13-May	English Language and Composition	Music Theory
<b>Thursday</b> 14-May	World History	Macroeconomics
<b>Friday</b> 15-May	Computer Science Principles	Statistics
<p>*AP Seminar Exams are only available to students participating in the AP Capstone Diploma program.</p>		

Ravenwood High School  
AP REGISTRATION FORM  
(Please note below if you paid online)  
2019 - 2020

Make sure you have completed these steps!

1. Sign in to myap.collegeboard.org
2. Join Class (get code from teacher)
3. Register on myap.collegeboard.org
4. Pay by check or online
5. Turn in this form!

Student's Full Legal Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I am taking the following AP exams.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

For those students who are taking AP exams that conflict with other AP exams, please complete the following:

- |          |                      |
|----------|----------------------|
| 1. _____ | conflicts with _____ |
| 2. _____ | conflicts with _____ |
| 3. _____ | conflicts with _____ |

To calculate total AP Exam fees, complete the following:

Total number of AP exams: \_\_\_\_\_ x \$94 per exam: \_\_\_\_\_

(Only for students in the class) AP Seminar (\$142): \_\_\_\_\_

\$ \_\_\_\_\_ (total amount owed)

**Please complete form of payment:**

\_\_\_ Online Payment-confirmation # \_\_\_\_\_

\_\_\_ Check # \_\_\_\_\_

\_\_\_ Cash

***I have read and understand the AP letter and have verified that the above information is correct.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE BY OCTOBER 1<sup>st</sup>**  
Return to Mrs. Zinger in the Front Office

# Driving Permission

In Regards to the AP Test Administration to cover the dates of Monday, May 4<sup>th</sup>, 2020 to Friday, May 15<sup>th</sup>, 2020:

\_\_\_\_\_ **YES.** I give my son/daughter \_\_\_\_\_ permission to drive to and from the  
(Student name)  
testing site located at **Holy Family Catholic Church**, on 9100 Crockett Rd, Brentwood.

\_\_\_\_\_ **NO.** I do not give my son/daughter \_\_\_\_\_ permission to drive to and from the  
(Student name)  
testing site located at **Holy Family Catholic Church** in Brentwood and I understand that I will be responsible for transporting him/her to and from the testing site.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**DUE BY OCTOBER 1<sup>st</sup>**