



Omaha Burke High School  
12200 Burke Blvd. OMAHA, NEBRASKA 68154

January 2023

Dear Burke AP student and parents/guardians,

Welcome to the AP spring 2023 semester! You are receiving this letter because you or your student is registered in a second semester Advanced Placement course at Burke High School. This letter is full of vital information for you to go over together.

**Required before Friday, January 30<sup>th</sup>, 2023**

Starting the week of January 9<sup>th</sup>, your student will be given a Join Code that is specific to their spring semester AP course and section at Burke High School. They will need to use their AP Student username and password to access the dashboard. AP teachers will help students join the appropriate course.

Every student **must** sign up for an AP/College Board account before Monday, January 30<sup>th</sup> to be able to access the online supports (whether he/she plans to take the AP exam or not).

- Each AP student should have ONE AP College Board account. Use the same account you used in year's past. **Do NOT set up a new account each year or semester.** Students who have taken a previous AP exam, or registered Fall 2022 for any exams, have accounts.
- **SENIORS** – please make sure that the email address on file is NOT your OPS email if possible. This is important as the College Board may attempt to share information with you after your OPS email expires after graduation.
- If a student doesn't remember how to login, he/she can use "Forgot your password" or "Forgot your Username" to gain access. Students need to go to <https://apstudents.collegeboard.org/>
- General Information about student accounts may be found at <http://apstudents.collegeboard.org/>.
- General questions are answered at <https://pages.collegeboard.org/account-help>
- Students needing additional help may contact the College Board for Students and Parents at 1-888-225-5427 or email [apstudents@infor.collegeboard.org](mailto:apstudents@infor.collegeboard.org).

In addition to activating their course(s), students MUST indicate their exam intentions (yes or no) for each AP exam. **Students must indicate their exam intentions no later than Monday, February 6<sup>th</sup>, 2023. Exams listed as "no" or "undecided" after this date will not be ordered, and students will not have an exam available in May 2023.**

**AP Exam Cost**

**NEW THIS SCHOOL YEAR:** For the 2022-2023 school year, Omaha Public Schools is covering the cost of AP exams!! Please see included letter for additional information from Omaha Public Schools.

**Important Notes Regarding Exams for SPRING SEMETER COURSES ONLY**

- **Monday, March 6<sup>th</sup> is the last day to cancel an AP exam for the SPRING semester.**
- **NO AP Exam request for cancellations will be accepted after Monday, March 6<sup>th</sup>, 2023.**
- **Students who register for an AP Exam and do not take it are assessed a \$40 unused exam fee which must be paid before they receive a diploma or OPS/Burke transcript. Neither Burke High School nor Omaha Public Schools is responsible for this fee.**

### **Important Notes Regarding Exams – YEARLONG/FALL SEMETER COURSES ONLY**

- Students who failed to notify Mrs. Gaunt that they dropped a yearlong and/or fall semester AP class OR decided to cancel a yearlong and/or fall semester AP Exam past the deadline of December 16<sup>th</sup>, 2022, will be assessed a \$40.00 unused AP exam. Neither Burke High School nor Omaha Public Schools is responsible for this fee.
  - **NOTE:** Without the “AP Exam Opt-Out” form, Mrs. Gaunt is unaware of course drops and/or changes in exam intentions. *Therefore, failure to complete the “AP Exam Opt-Out” form may result in an ordered exam for a student who is no longer enrolled in the course or who no longer wishes to take the exam.*
- Students who registered for a yearlong and/or fall semester AP Exam and do not take it are assessed a **\$40 unused exam fee** which must be paid before they receive a diploma or OPS/Burke transcript.

### **AP Exam Schedule**

- Students who register for AP exams are required to take the exam on the date and time indicated, as determined by the College Board. Requests to take exams at times other than those indicated cannot be honored.
- In very specific circumstances, outlined by the College Board, a student may be allowed to sit for a late exam. Specific information will be shared later this semester.
- Exams will be taken in May 2023 – see included calendar for additional information. Specific details and testing locations will be announced in April 2023.
- **Since there are no exceptions to AP’s national schedule, some exams will extend BEFORE or AFTER school hours.** Be sure to plan transportation, after school activities, and work commitments. **NO ONE WILL BE ADMITTED LATE OR DISMISSED EARLY.**
- **If you are ordering 2 exams schedule for the same time, please contact Mrs. Gaunt immediately** (this means the same date and either both are AM or both are PM).
  - The College Board does not allow students to take exams during the make-up testing window if they have two exams scheduled in the same day (one AM and one PM).

Attached with this letter is a list of the important dates and tasks for the Spring 2023 semester. It synthesizes the information presented here in this letter. I look forward to a great second semester!

### **Laura Gaunt**

Burke AP Coordinator and Dual Enrollment Coordinator

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