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WICOMICO COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION

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A MEMO FROM THE OFFICE OF ASSESSMENT AND ACCOUNTABILITY

Dear Parents of Students registering for Advance Placement Testing (AP Exams),

Signing up and paying for the AP test is a **two-step process** that must occur between:

- **September 12 and October 28, 2022, for Semester I only**

Students must sign up through their College Board AP class join code to have access to each AP class. Within that College Board online platform for each class, your student will elect to register for the test. Once this step is completed, the **second** step is to pay for each AP test online using MyPaymentsPlus. Both steps with links are detailed on the Board of Education website under "For Students" then "AP Exam Registration" at <https://www.wcboe.org/domain/2238>. Below are more details on the payment portal being used.

You will be paying your student's **AP** exam fees online by using our online payment system, **MyPaymentsPlus**. The **MyPaymentsPlus** link can be found on the Wicomico County Board of Education website or you can visit www.MyPaymentsPlus.com. This online payment system eliminates the need to send checks to school or worry about lost or forgotten money and ensures that your child's AP Exam fee(s) is paid in a timely fashion. You may already be using our online payment system to make meal payments on your student's meal account or may have paid prior sports participation fees. Please note that tiered payment amounts based on F.A.R.M. status for the **AP Exam fees** will be accommodated when online payments are made on the MyPaymentsPlus website.

MyPaymentsPlus allows any family to:

- Create a free, secured account to pay your student's AP Exam fees and manage your students' meal account.
- **Pay for your student's AP exam fees, 24/7, online** using a credit card, or debit card at www.MyPaymentsPlus.com. Funds deposited for meals through MyPaymentsPlus are usually available for student use within a matter of minutes.
- **View** your student's account

If you currently have an account with MyPaymentsPlus you will simply logon and select the AP exam for which you have registered and make the payment. If you currently do not have an account with MyPaymentsPlus you will simply visit: www.MyPaymentsPlus.com and click on "Register a Free Account." You will need your student's ID number to complete registration. Please note processing fees apply. If you don't know your child's student ID, please contact your school to obtain this information. **Once you finish registration, you may log-in to begin managing your student's AP Exam fees instantly!**

- **October 29th is the deadline for registering and paying for Semester I**
- **After October 28th there is a \$40 late fee for each exam**
- **After January 31st you will only be able to sign up by talking to your school testing coordinator**
- **Semester II sign-ups will occur between February 13th and March 1st.**

Please feel free to contact your school testing coordinator or the Office of Assessment and Accountability at (410)677-4477, if you have any questions about your child's AP testing schedule and/or required payments.

Best Regards,

Karen Hitch

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Supervisor of Assessment and Accountability