



BROOKLINE HIGH SCHOOL
Department of Pupil Support Services
115 Greenough Street
Brookline, Massachusetts 02445

Dear Students and Parents/Guardians,

For the 2024 AP exams, students at Brookline High School will register online. Online Exam registration will begin on Monday, September 18th, 2023 and end on Wednesday, November 15th, 2022 at 11:59 PM. The AP exam registration process is two steps, but both can be completed in one sitting when the student and parent/guardian do this together. **Even if you do not plan to take the AP exam, you need to complete step #2 to access the College Board's AP resources.** Both steps must be completed in order to have AP exams ordered:

Step 1: Begin the process by registering at www.TotalRegistration.net/AP/220445. Here you will indicate both the AP courses you are taking this year and the exams you wish to take. You will receive your join codes and directions to complete the second required step. Any exam fees will be paid online so be sure to have a **debit card or credit card available before beginning registration.**

Step 2: Use the join codes provided at the completion of step one to enroll the student's AP courses and exams in the [College Board's](#) system.

Please note:

Students need to indicate their exam registration for each class section in which they enroll. Students will have an order exam status of Undecided until they indicate their exam registration. Therefore when registering on Collegeboard please indicate Yes under Exam Order if you are taking the exam and No if you do not plan to sit for the exam.

This year each AP exam costs \$105.00. Brookline High School desires that every student be able to take their AP exams. Students requiring financial assistance should contact Alexia Thomas, alexia_thomas@psbma.org, in order to learn more. If a student decides not to take an exam they must cancel their exam by **November 15th, 2023** to get a full refund, students can get a partial refund if they cancel by May.

Here are the important dates for the registration process:

- **Mon, September 18th, 2023 - Registration Begins**
- Wednes, Nov 15, 2023 at 11:59 PM - Registrations and payments after this date will incur a \$40 late fee per exam.
- **Wednes, Nov 15, 2023 at 11:59 PM - Registration Ends**
- Wednes, Nov 15, 2023 - Last day to cancel an exam and receive a full refund.

Please contact Alexia Thomas, alexia_thomas@psbma.org OR Kate Kennedy, kate_kennedy@psbma.org, if you would like to register for an exam not listed or have any questions.

Helpful Links:

[Exam Schedule](#)

[How to Join AP Classroom](#)

Sincerely,

Alexia Thomas and Kate Kennedy, AP Exam Coordinators