

DESERT MOUNTAIN



Dear AP Parents/ Guardians and Students,

It's time to **register** and **pay** for AP exams! Registration is completed on *CollegeBoard*. Payment is completed through *Touchpoint* SUSD's payment system or through the DMHS Student Store.

The deadline for on-time registration and payment is **Friday, September 22**.

Student Registration

Students must register on <https://myap.collegeboard.org/login> using the join code provided by their teacher. For troubleshooting support, access CollegeBoard's "[Joining Your AP Class Section: Handout](#)" or navigate through the "[Account Help](#)" page.

Exam Payment Options

Payments can be made online or in person. The AP Exam fee is \$105 and can be made using the AZ tax credit program. Please note that AP Exam fees are NON-REFUNDABLE.

In-person payments can be made via cash or check in the DMHS Student Store daily from 7:30 AM – 3:00 PM until the deadline. Submit in-person payments with a completed "SUSD Extracurricular Activities Payment Form" attached.

To make payments online:

(Non-Tax Credit)

- Go to [Touchbase](#), SUSD's payment system.
 - Username: ParentVue
 - Password: Created by Parent
- Click on student name tab.
- Navigate to "**Make a Purchase**" and click on "**Items at Student's School – Registration Payments.**"
- Next to "Categories", click on "**Fees & Club Activities**" (in blue).
 - Select AP Exams (non-tax credit).
 - Select Items + Buy.
 - Go to cart (upper right) and follow prompts to check out.

(Tax Credit)

- Go to [Touchbase](#), SUSD's payment system.
 - Username: ParentVue
 - Password: Created by Parent
- Click on student name tab.
- Navigate to "**Make a Purchase,**" and click on "**Items at Student's School – Registration Payments.**"
- Next to "Categories", click on "**Tax Credit**" (in blue).
 - Select AP Exams (tax credit).
 - Select Items + Buy.
 - Go to cart (upper right) and follow prompts to check out.

Following these steps will ensure that your selection populates under your student's history in the Student Store.

Fee waivers for AP exams are available to students who qualify for free/ reduced meals (FARM), reducing the cost of each exam to \$62. Students requesting a fee waiver will need to submit their letter from Nutritional Services to demonstrate their FARM qualification at the time of payment.

There will be two late registration windows, one first semester and one second semester. Late registrations have an additional \$45 late fee in addition to the base exam fee.

Please reach out to AP Teachers or to the AP Coordinator (Ms. Hannah McKolay, hmckolay@susd.org) with any questions regarding AP Exam Registration or Payment.