

2018 AP IMPLEMENTATION

2018-19 AP Calendar

In the 2018-19 school year, your school will implement new AP classroom resources and annual processes. This calendar highlights key dates and actions.

Visit collegeboard.org/ap2018 to access training resources.

If you have any questions, please contact us at ap2018@info.collegeboard.org.

**BEFORE SCHOOL STARTS: Get ready**

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure that the Course Audit Form is approved for any new 2018-19 AP course.

**AUG
1****BEGINNING AUGUST 1, 2018: Access myap.collegeboard.org and complete AP participation form**

- Registration and ordering and classroom support systems open.
- **Principal** receives email and letter with access code for the AP registration and ordering system.
- **AP coordinator** receives the access code from the principal and completes the AP participation form in the system.

**FIRST WEEK OF CLASS: Create class sections in myap.collegeboard.org**

- **The AP coordinator or the teacher** sets up AP class sections in the system and invites students to join.
 - ♦ **Students** join the class using a code supplied by the teacher and create individual accounts.
 - ♦ **Teachers and students** begin using the question bank and other resources and supports.

**OCT
4****BY OCTOBER 4, 2018: Complete section enrollment and order AP Exams**

- Ensure that all students are in the system.
- Recommended deadline for the **AP coordinator** to submit the exam order. Orders may be submitted without additional fees until November 15.

**NOV
15****BY NOVEMBER 15, 2018: Order AP Exams**

- Deadline for the **AP coordinator** to submit the exam order. No payment is due until June.
 - ♦ Each exam ordered after this date will incur an additional \$40 late order fee. Exceptions: exams for courses that begin after November 15 and for students who transfer into the school.
 - ♦ Exams may be canceled after this date, but \$40 will be charged per exam. Exception: exams for students who transfer out of the school.

**MAR
1****BY MARCH 1, 2019: Submit final updates for AP Exam order**

- Deadline for the **AP coordinator** to update the exam order with any late orders or canceled exams (fees may apply).

**APR
2019****APRIL 2019: Receive student labels**

- Schools receive shipments of personalized student registration (AP ID) labels and AP Exams.

**JUN
15****BY JUNE 15, 2019: Pay invoice**

- Schools return invoice with payment.