

Attention Home Education Parents:

Miami-Dade County Public Schools (M-DCPS) informs Home School students of the process for ordering Advanced Placement (AP) exams for the May 2023 AP exam administration.

No later than Friday, October 21, 2022, all home school students must contact a local M-DCPS high school that is offering the AP Course during 2022-2023. The College Board's AP Course Ledger lists all authorized secondary school AP course providers. Home school students should use the link below to identify a local M-DCPS high school that is offering the AP course in 2022-2023 *and* the AP exam administration in May 2023.

<https://apstudents.collegeboard.org/ap-around-the-world/find-schools-that-offer-authorized-ap-courses>.

STEPS TO FOLLOW:

1. Home School student must ensure that they are a Miami-Dade County Public Schools (M-DCPS) Home School registered student under the **Location #8015**.
2. Create a College Board student account. <https://www.collegeboard.org/>.
3. Identify a local high school that will offer the AP course exam administration.
4. Contact the AP Coordinator at the school and establish a plan for submitting all required documents and payment.
5. Inform AP Coordinator of any College Board approved accommodations, if applicable. Print the decision letter and have ready to submit to the testing high school.
6. Complete the document [**Home School Student AP Exam Request Form**](#). Print and sign the form. Incomplete forms will not be accepted.
7. If payment is made via a check in the amount of \$97.00 per AP Subject exam (\$145 AP Capstone exam), check should be made payable to *The School Board of Miami-Dade County Public Schools*. Payment is due upon order request.
8. Prior to Friday, October 21, 2022, contact the AP Coordinator and arrange to submit the following:
 - o Completed and signed *Home School Student AP Exam Request Form*
 - o Decision letter stating the College Board approved accommodations, if applicable
 - o Payment of \$97.00 per AP Subject exam (\$145 AP Capstone exam) ordered
 - o AP Exams ordered between November 15, 2023 – March 15, 2023, except for 2nd semester AP courses, will be charged a \$40.00 late fee.
9. Upon payment and submission of documents, the AP Coordinator at the test-site will issue the FLVS AP student an **EXAM ONLY JOIN CODE**. Within 24 hours of receiving the **EXAM ONLY JOIN CODE**, the student must login to his/her College Board account through [**MyAP \(CLICK HERE FOR PROCEDURES\)**](#) and enter the **EXAM ONLY JOIN CODE**. If this action is not taken, an AP Exam is **NOT** ordered.
10. Attend the AP exam administration on the assigned College Board date. **The student must bring a government issued, photo identification and present it upon request at the test site.** For 2022-2023, the College Board will charge a \$40.00 unused exam fee. If an AP exam is ordered and the Home School student does not attend, all monies are forfeited.