



## Appleton West High School/Renaissance School for the Arts

610 North Badger Avenue  
Appleton, WI 54914-3405  
Fax: 920-852-5411  
Telephone: 920-852-5410

Mark McQuade, West Principal  
Christy deBoer, RSA Principal/ West Associate Principal  
Amy Didreckson, West Associate Principal  
John Richards, Director of RSA

September 26, 2023

Dear Advanced Placement Students and Parents:

This letter is intended to provide information and details to those students/families who are interested in participating in AP exam(s) testing in May 2024. We strongly encourage, but do not require, all students who are enrolled in an AP class(es) to take their corresponding AP exam. If your student is taking AP classes at Renaissance, they should sign up as though they were attending Appleton West. **This includes those students who attend a different morning school (North, East, VNS) than West.**

Here is the information and steps in the **AP Exam Fall Registration and Sign Up Process:**

STEP 1 - **AP Exam Registration** - All AP students register with College Board to be eligible to take their AP Exam(s) and have access to AP Resources. ***(This step is being completed in class)***

STEP 2 - **AP Exam Sign Up - Due by October 13th**

- A. Complete this [Google Form](#), indicating which AP exams you intend to take.
- B. [2024 AP Exam Schedule](#)
- C. Any student who qualifies for and wants to submit for testing accommodations, must notify their Appleton West Case Manager by December 14th, 2023.

STEP 3 - **AP Exam Payment - Due by October 13th**

- A. All AP Exams are **\$98 per exam**
  - a. Exam Refund Requests after 10/13 will incur a \$40 cancellation fee until 03/15/24 after which time no refunds can be made. Exam Refund Requests can be made to [richlingjaime@aasd.k12.wi.us](mailto:richlingjaime@aasd.k12.wi.us)
- B. Within 3 business days of filling out the Google Form (Step 2), the fees for your AP Test will be added to your Infinite Campus Portal for payment.
- C. Students who qualify for free/reduced lunch will have their AP Exam fee paid by AASD
  - a. You must have filled out the Free and Reduced application as well as the "Sharing Information" document found on the [linked](#) website or accessible through your Infinite Campus parent portal.
  - b. After October 13th students who receive fee waivers are **REQUIRED** to take the test(s) they signed up for - or will have to pay for them.
  - c. Students can only receive fee waivers for those AP Exams of AP classes they took within AASD

**\*\*Again AP Exam Sign Up and Exam Payment are both due by Thursday, October 13th.\*\***

If you have any questions, please contact Amy Didreckson, Associate Principal, at 852-5410 ext. 55021 or [didrecksonamy@aasd.k12.wi.us](mailto:didrecksonamy@aasd.k12.wi.us)

Thank you,  
Amy Didreckson  
Associate Principal, Appleton West High School