

## **Advanced Placement Procedures for Principals, AP Coordinators and Guidance**

1. The AP Coordinators will provide AP Contract forms to the AP teachers before the start of classes.
2. AP Contracts must be signed by parent and student by the drop date (2 weeks from start of class) to stay in the AP class. Students who fail to submit signed AP Contracts will be automatically dropped from class.
3. All students wanting to drop AP courses must do so within 2 weeks of their entry into the class.
4. AP teachers will return all signed AP Contracts to the AP Coordinator no later than three weeks from the start of class. AP Coordinator will advise guidance of any drops.
5. AP Coordinator shall mail a copy of the signed AP Contract to parents, and shall maintain a file copy of all signed contracts until the following academic year.
6. Students must attend afterschool and/or Saturday tutorial session if provided.
7. Only students enrolled in an authorized College Board AP course at the school will receive "AP" credit on the academic transcript.
8. All AP students must take the AP exam. If a student fails to take the AP exam, the student transcript will reflect "Honors" course level credit rather than "AP" course level credit.
9. "Advanced Placement Procedures" should be posted on the school's website and/or in the school's Course Selection Guide.