



Linganore High School

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Visit us at schools.fcps.org/LHS

Principal

Nancy Doll

Assistant Principals

Michelle Gillmore
Andrew S. McWilliams
Raeda M. Zietoon

Date: February 4, 2020

TO: Parents/Guardians of Advanced Placement Students

FROM: Raeda Zietoon, Assistant Principal/AP Exam Coordinator

RE: Advanced Placement Exam Registration **is due earlier this year.**

Your student is enrolled in one or more Advanced Placement courses at Linganore High School. All students enrolled in Advanced Placement courses are expected to sit for the examinations in May. This letter contains important exam registration information.

Please return registration materials and fees as soon as possible to avoid late fees. Students with 2nd semester courses must return registration materials and fees by February 28, 2020.

This year, the fee is \$94.00 per exam. There is an additional \$40.00 for late registration after February 28. Payment may be made online by using School Cash or by check. **Students who pay by using School Cash should print and attach their receipt to the completed AP exam registration form and return both to Ms. Smith.** A link to pay using School Cash can be found in the lower left corner of the LHS website, or you can access it directly at <https://Frederickcounty.schoolcashonline.com>. The returned test fee, if a registered student does not test, is \$40.00.

Fee waivers are available for any student who demonstrates financial need. If your family requires assistance with the exam fee, please be sure to submit the Fee Waiver Application located on the back of this letter with the completed registration form. If needed, a payment plan can be arranged. Contact our AP secretary, Ms. Smith, for information at 240-566-9712 or by email at sharon.smith@fcps.org.

In summary, for AP exam to be ordered for your student, the following is due to Ms. Smith by: February 28.

- ☐ AP Exam Registration form, completed.
- ☐ One of the following methods of payment:
 - A check payable to LHS for \$94.00/exam or
 - A receipt indicating online payment or
 - A check payable to LHS for \$20.00/exam and completed Fee Waiver Application

I look forward to working with you and your student, as we prepare for the examinations. Exams are scheduled between May 4, 2020 - May 15, 2020. If you have additional questions or would like to learn more about Linganore's Advanced Placement Program, please contact me at 240-566-9719 or raeda.zietoon@fcps.org.