

March 19, 2013

Dear Students and Parents:

As you are aware, Advanced Placement examinations are scheduled to be administered beginning the week of Monday, May 6th. To help ensure that all student information is reported accurately to The College Board, your child **must** attend a mandatory AP pre-administration meeting and *bring a #2 pencil*. Meetings will take place in Room 140 from 2:30 pm to 3:15 pm on the following dates: **Tuesday, April 9th** (if your last name begins with letters A – G), **Wednesday, April 10th** (if your last name begins with letters H – O) and **Thursday, April 11th** (if your last name begins with letters P – Z). Additionally, I am requesting that you please complete the attached permission slip, and have your child return this form when attending his/her assigned pre-administration meeting date.

Identified below are important test day reminders:

1. Please be sure to bring two #2 pencils and a pen with you to each test. If you are taking a math or science exam, bring a *calculator*.
2. All AP exams (except Music Theory and Studio Art) will be held either at Huntington Public Library on Main Street in Huntington, or at Jack Abrams Intermediate (see attached revised schedule). Music Theory and Studio Art will be administered at Huntington High School.
3. Morning tests will begin promptly at 8:00 a.m. and afternoon tests are scheduled to begin promptly at 12:00 noon. School bus transportation to the Huntington Library and Jack Abrams Intermediate will leave from the high school at 7:30 a.m. for morning exams, and 11:30 a.m. for afternoon exams. Students must find their own transportation home (see enclosed permission slip).
4. Students taking AP Studio Art should be working on completing their submissions and portfolios by the date specified, as directed by their teachers.
5. **As a reminder, electronic devices are prohibited in the testing room. Pagers, cell phones, iPods, iPads, cameras, etc. will be confiscated if present and/or used. Please know in the event that students are found with these devices, students will be reported to The College Board, credit will be lost, and scores will be cancelled!**

If you have any questions, please feel free to contact me. I may be reached at (631) 673 – 2012/2101.

Sincerely,

Kitty R. Klein