

# Lambert High School

AP Test Registration 2019 Instructions

Registration is OPEN Nov 8, 2018

Closes Friday, Feb 8, 2019

*NO Late Registration after 2/8/2019*

<https://user.totalregistration.net/AP/110927>



**LAMBERT  
HIGH**

LHS Total  
Registration  
Landing Page

## Lambert High School's Advanced Placement Exam Registration

Students taking AP exams at Lambert High School must register for exams here by 11:55 pm, February 8, 2019. For the 2019 AP Exams, the cost is \$94 per exam with an additional one time \$25.00 registration fee. This registration fee is still assessed to the one STEM exam paid for by the Ga DOE.

Students must answer all of the questions on the following pages in order to complete the exam registration. A confirmation page indicates that the exam registration process has been successfully completed.

For the 2019 AP testing season, payment for AP exams at Lambert High must be made by credit card/debit card only. Please be sure to have a credit card or debit card available before beginning registration.

Registrations that are not paid by 11:55 PM, Monday, Feb 11, 2019 will be canceled and exams will not be ordered.

Please contact Dr. Kelly Price, [kprice@forsyth.k12.ga.us](mailto:kprice@forsyth.k12.ga.us) if you have any questions.

[Refund Policy](#) [AP Policy](#)

Enter the information below to start the registration process. If you registered online for AP, IB or PSAT exams in the past, please use the same email you previously used. This will save you time with the registration process.

[Refund Policy](#) [AP Policy](#)

Enter the information below to start the registration process. If you registered online for AP, IB or PSAT exams please use the same email you previously used. This will save you time with the registration process.

\* - Required

* Student's Email:	<input type="text"/>
* Student's First Name:	<input type="text"/>
* Student's Last Name:	<input type="text"/>
Student ID	<input type="text"/>

Next

Have you previously registered? [Login Here.](#)

[Need a reminder of the email you registered with in the past?](#)

[Help for Students/Parents](#)

Online AP Registration Provided by [www.TotalRegistration.net](http://www.TotalRegistration.net)

NEW to Total Registration:  
Enter the info below.

*Make sure your email is correct and that it is an email address that you check frequently. Any updates from Total Registration will be sent to this email address.*

If you used Total Registration last year, you already have an account, use the previously registered? [Login Here](#) link



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All students are required to create a login account. Once registration is complete, you can return and access your information at any time.

[Refund Policy](#) [AP Policy](#)

Please enter your email address:

Please Re-Enter email:

Create a Password:

8-16 characters (letters or numbers)

Re-Enter Password:

Creating a "Challenge Question/Answer" will allow you to reset your password, even if you no longer have access to your email. Set a question/answer combination you will easily remember, but no one else will know or guess.

Password Reset Challenge Question:

Password Reset Challenge Answer:

Next

[Help for Students/Parents](#)

New Total Registration account set up screen.

If you already have a Total Registration account, you will not complete this part.



## Announcements

Students who have registered for exams using Total Registration can edit their registrations, add exams and reprint confirmations here.

Students who have created logins, but have not selected exams, may do so below.

If you are NOT , please log out and start again!. Siblings must use a unique login/email.

## Account Functions

[Change schools](#) - Allows you to register for exams at a different school.

[Student's Account History](#) - Exams, Locations, Fees, Payments, Refunds, etc.

[Change Password](#)- Choose a new password

[Student Testing Schedule](#)

## 2019 AP Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)

[Register for 2019 AP Exams](#) - Need to register or add another exam?

[Exam Cancellation Request](#) - **All Cancellations must be approved by the school.**

Exams will be canceled only if they are approved.

[Lambert High School Reprint a Confirmation](#) - Access your registration confirmation page

Logout

If you have a Total Registration account, you will see this HOME page when you log in. Select Register for 2019 Exams to progress through the registration for 2019.





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Pay close attention to the Refund Policy. These dates will be adhered to even if you incorrectly register for your exam.

### **Lambert High School's AP Exam Refund Policy**

If you need to cancel a test registration, please email Dr. Tasha Young no later than March 1, 2019. After this date, no refunds will be granted. The \$25 registration fee is non-refundable. Refunds will not be processed until after April 15, 2019. It is vital that you register correctly since refund requests will only be accepted up to March 1, 2019. Pay close attention to the questions about STEM exams. You must answer those questions correctly to receive the one STEM exam fee waiver paid by state funds. All refunds will be made in the form of a check made payable to the parent listed in the exam registration. If a refund check is issued it is mailed to the parent's address on the exam registration.

[Close Refund Policy](#)

[Help for Students/Parents](#)

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### [Refund Policy](#)

Are you a student enrolled at Lambert High School?

- Yes - Student attends Lambert High School  
 No - Student does not attend Lambert High School

Next

[Help for Students/Parents](#)

If you are NOT a current Lambert High School student, you will NOT take your AP tests at Lambert. Lambert High School is NOT hosting the Home School students for AP testing this year.



HIGH

Please provide the required information below and click "Next" when complete.  
If this information is prefilled from a previous registration, please review and update any information that has changed.

Please use the student's legal name and be very accurate with this information as it may be used on the answer sheet sent to the College Board (AP). Inaccurate information may delay the student's access to their exam score(s).

[Refund Policy](#) [AP Policy](#)

### Student Information

\* - Required

* First Name	
* Middle Name	
* Last Name	
* Lambert High School Student ID	
* Date of Birth	
* Grade Level	
* Sex	<input type="radio"/> Female <input type="radio"/> Male
* Are you of Hispanic, Latino or Spanish origin?	<input type="checkbox"/> Do not wish to provide this info <input type="checkbox"/> No, not of Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, Another Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Mexican

Please notice that this is STUDENT INFORMATION!

Parents, you do not enter your name and info in this section.



Continued....

* Are you of Hispanic, Latino or Spanish origin?	<input type="checkbox"/> Yes, Another Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Mexican <input type="checkbox"/> Yes, Puerto Rican	<a href="#">i</a>
* What is your race?	<input type="checkbox"/> Do not wish to provide this info <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian (Including Indian subcontinent and Philippines origin ) <input type="checkbox"/> Black or African American (Including Africa and Afro-Caribbean origin) <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White (Including Middle Eastern origin)	<a href="#">i</a>
* Which language do you know best	<input type="radio"/> English <input type="radio"/> English and Another Language <input type="radio"/> Another Language	<a href="#">i</a>
* Home Phone	<input type="text"/>	
* Cell Phone	<input type="text"/> <input type="text" value="Select"/>	<a href="#">i</a>
* Street Address	<input type="text"/>	
* City	<input type="text"/>	
* State	<input type="text" value="Select"/>	<a href="#">i</a>
* Zip	<input type="text"/>	

**VERY IMPORTANT!**

STEM Exam Question: You MUST complete this correctly for your registration fees to correctly reflect the GADOE STEM Exam fee waiver. If you are taking at least 1 STEM exam, your registration will progress to an approval queue. Once an AP program leader at Lambert High has approved your STEM exam fee waiver, you will an email from Total Registration with your final exam payment instructions.

Make sure you answer these correctly!





The screenshot shows a registration form with several questions. A red circle highlights the question 'Are you taking at least a STEM exam?' and the text 'Which of the STEM exams are you taking?'. Red arrows point from the text 'Make sure you answer these correctly!' to the 'No' radio button for the STEM exam question and the text input field for the STEM exams.

Zip	
<input checked="" type="radio"/> Are you eligible for testing accommodations?	<input checked="" type="radio"/> No <input type="radio"/> Yes
If approved for accommodations by the College Board, what is your SSD Number?	<input type="text"/>
<input checked="" type="radio"/> Are you taking at least a STEM exam? (AP Bio, AP Chem, AP Env Sci, AP Phys, AP Comp Sci Princ, AP Comp Sci A, AP Stat, or AP Calc)	<input checked="" type="radio"/> No <input type="radio"/> Yes
Which of the STEM exams are you taking?	<input type="text"/>
<input checked="" type="radio"/> Are you qualified for the Free or Reduced Lunch Program?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Next

## Parent/Guardian Information

\* - Required

* Parent First Name	<input type="text"/>
* Parent Last Name	<input type="text"/>
* Parent Email	<input type="text"/>
* Cell Phone	<input type="text"/> <span>Select</span> 
* Street Address	<input type="text"/>
* City	<input type="text"/>
* State	<span>Select</span> 
* Zip Code	<input type="text"/>
* What is the relationship the first parent/guardian (Parent A) to the student?	<input type="radio"/> Mother or female guardian <input checked="" type="radio"/> Father or male guardian 
* What is the education level of the first parent/guardian (Parent A)?	<input type="radio"/> Grade School <input type="radio"/> Some high school <input type="radio"/> High school diploma or equivalent <input type="radio"/> Vocational or trade school <input type="radio"/> Some college  <input type="radio"/> Associate or two-year degree <input type="radio"/> Bachelors or four-year degree <input type="radio"/> Some graduate or professional school <input checked="" type="radio"/> Graduate or professional degree

Make sure that the parent information is accurate. This is the name and address that will be used for refund purposes.

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## AP Exam Information

\* - Required

Reset

Click the "Reset" button to clear all the exam and teacher selections.

<input type="checkbox"/> AP Research Fri - May 3, 2019 8:00 AM	<input type="radio"/> Dr. Brittney Cantrell
<input type="checkbox"/> AP Seminar Tue - May 7, 2019 7:30 AM	<input type="radio"/> Mr. Daryl Moses
<input type="checkbox"/> Biology Mon - May 13, 2019 7:30 AM	<input type="radio"/> Mr. Kevin Bleier <input type="radio"/> No Teacher <input type="radio"/> Independent Study
<input type="checkbox"/> Calculus AB Tue - May 14, 2019 7:30 AM	<input type="radio"/> Ms. Dana Champion <input type="radio"/> Mrs. Teresa Swinehart <input type="radio"/> Ms. Melissa Wilson <input checked="" type="radio"/> No Teacher <input type="radio"/> Independent Study
<input type="checkbox"/> Calculus BC Tue - May 14, 2019 7:30 AM	<input type="radio"/> Mrs. Teresa Swinehart <input type="radio"/> Ms. Melissa Wilson <input type="radio"/> No Teacher <input checked="" type="radio"/> Independent Study
<input type="checkbox"/> Chemistry Thu - May 9, 2019 7:30 AM	<input type="radio"/> Mrs. Saru Bhardwaj <input type="radio"/> Ms. Nicole McAllister <input type="radio"/> No Teacher

- Select your course and your teacher on this part.

- If you are taking the course online or from some other school, choose **No Teacher**, Example=GAVS or FVS

- If you are NOT taking the course and instead are studying the content on your own to prepare for the test, select **Independent Study**.



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Please select a method of payment

[Refund Policy](#) [AP Policy](#)

### Payment Information

\* - Required

How will you pay your AP exam fees  Credit or Debit Card Online

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[Help for Students/Parents](#)

Online AP Registration Provided by [www.TotalRegistration.net](http://www.TotalRegistration.net)

AP Exam 2019  
Registration Fee  
Payment: Credit Card  
only. See Dr. Price at  
Lambert High if you  
have questions about  
the credit/debit card  
processing.



Preview your registration data.

## Preview Page

\* - Required

[Edit](#)

### Student Information

Your registration is not complete ✕

Your registration is not complete. Please review your information.

If all is correct click "Next" at the bottom of the page.

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Sex

Are you of Hispanic, Latino or Spanish origin?

What is your race?

Which language do you know best

Home Phone

Cell Ph

### Payment Details

Government and Politics, US Fees:	\$94.00
Physics 1 - Algebra Based Fees:	\$94.00
Statistics Fees:	\$94.00
Total Fees:	\$282.00
Administrative Fee/Year:	\$25.00
Net Payable Amount:	\$307.00

You must check off that you read and agree with the refund policy to proceed.

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\* I have read and agree to the refund policy


### Student Search Service

Colleges and scholarship programs may request your information to inform you of educational Opportunities and financial Aid.

\* Would you like the College Board to supply your information?  Yes  No

Next

Final Screen if you have a STEM fee waiver or other fee waivers that must be approved prior to payment. Once an AP program leader reviews the waivers, Total Registration will send you an email indicating that your registration is ready for final payment processing.



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Your Registration is complete, but we cannot provide a final confirmation page with your balance due until your fee waiver has been approved/denied.

[Refund Policy](#) [AP Policy](#)

**Attention! You have some exams pending approval as you answered Yes to Are you taking at least a STEM exam? (AP Bio, AP Chem, AP Env Sci, AP Phys, AP Comp Sci Princ, AP Comp Sci A, AP Stat, or AP Calc). You cannot pay your balance or print a confirmation until Lambert High School approves/denies your request.**

[Home](#)

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## Additional Notes:

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