

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.

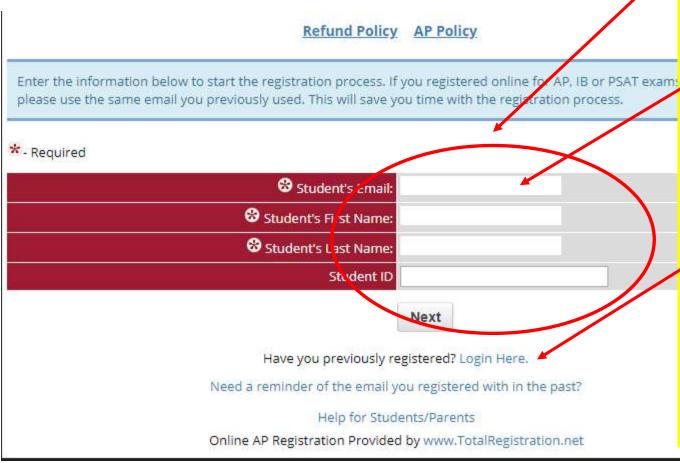
For the 2019 AP testing season, payment for AP exams at Lambert High must be made by credit card/debit card only. Please be sure to have a credit card or debit card available before beginning registration.

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 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.



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



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

New Total Registration account set up screen.

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

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 you set a question/answer combination you will easily remember, bu	M / 2
Password Reset Challenge Question:	
Password Reset Challenge Answer:	
	Next



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?

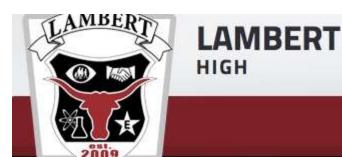
Exam Cancellation Request - All Cancellations must be approved by the school.

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.



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

Online Registration Provided by www.TotalRegistration.net



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Refund Policy

Are you a student enrolled at Lambert High School?

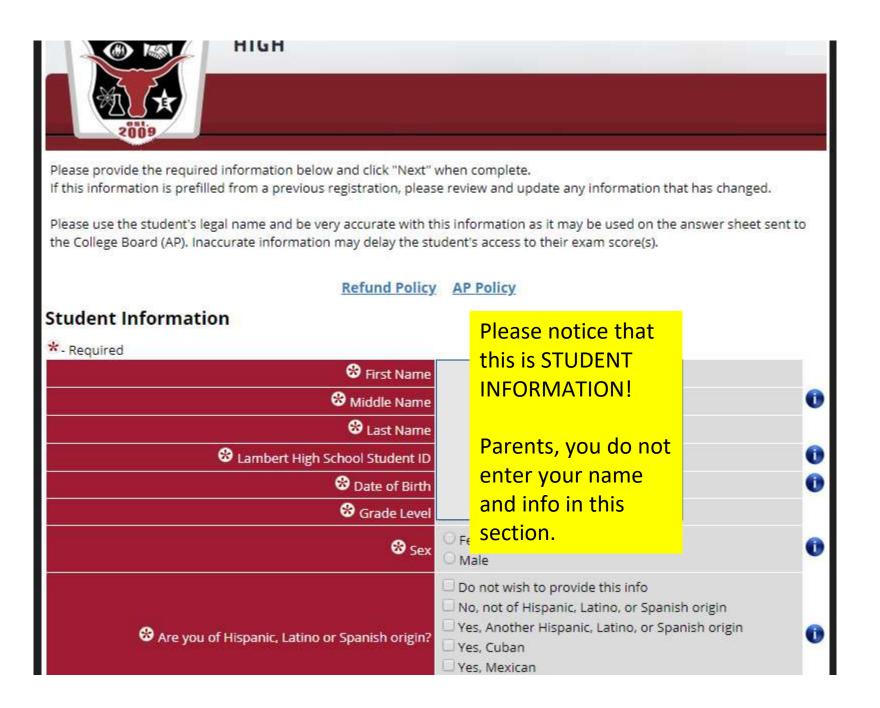
Yes - Student attends Lambert High School

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.

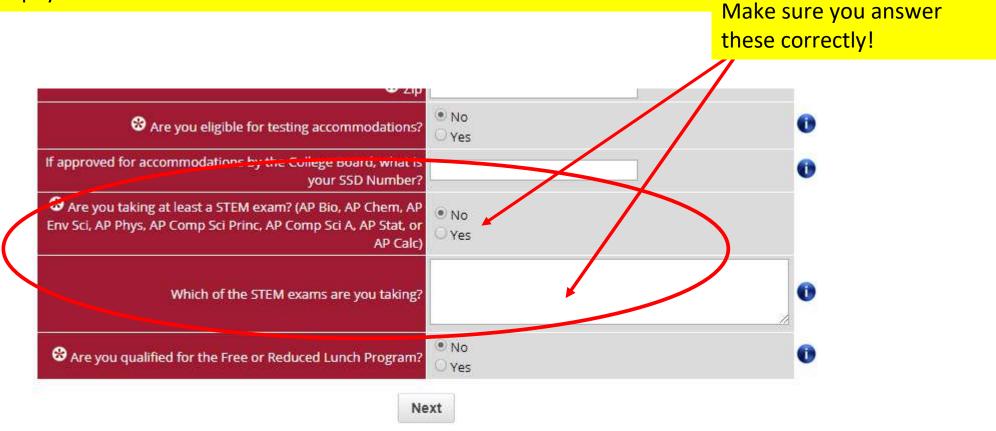


Continued....

Are you of Hispanic, Latino or Spanish origin?	☐ Yes, Another Hispanic, Latino, or Spanish origin ☐ Yes, Cuban ☐ Yes, Mexican ☐ Yes, Puerto Rican	0
⊗ What is your race?	□ Do not wish to provide this info □ American Indian or Alaska Native □ Asian (Including Indian subcontinent and Philippines origin) □ Black or African American (Including Africa and Afro-Caribbean origin) □ Native Hawaiian or other Pacific Islander □ White (Including Middle Eastern origin)	0
↔ Which language do you know best	O English O English and Another Language O Another Language	0
😵 Home Phone		
Cell Phone	Select ▼	0
Street Address		
⊗ city		
⊗ State	Select ▼	0
⊗ Zip		

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.



Refund Policy AP Policy

Make sure that the parent

information is accurate. This is

the name and address that will

Parent/Guardian Information

* - Required be used for refund purposes. Parent First Name Parent Last Name & Parent Email Cell Phone 0 Select • Street Address City State 8 0 Select **❸** Zip Code ★ What is the relationship the first parent/guardian (Parent A) Mother or female guardian 0 Father or male guardian to the student? Grade School Some high school High school diploma or equivalent Vocational or trade school & What is the education level of the first parent/guardian 0 Some college (Parent A)? Associate or two-year degree Bachelors or four-year degree Some graduate or professional school Graduate or professional degree Previous Next

KETUNG POLICY AP POLICY

AP Exam Information

*- Required

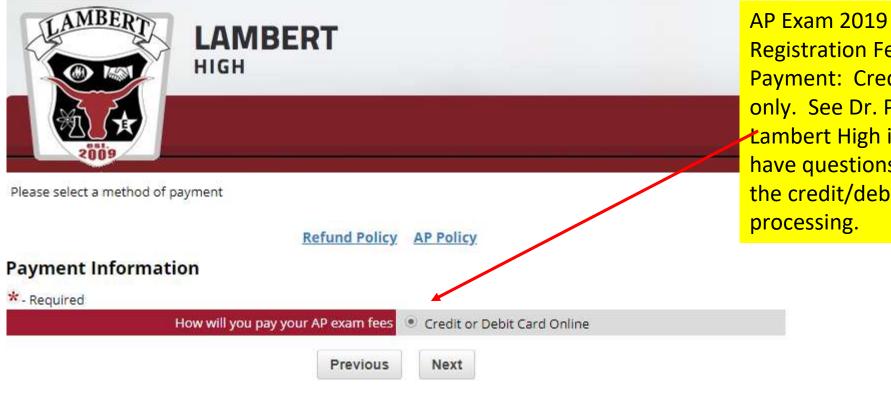
Reset Click the "Reset" button to clear all the exam and teacher selections.

AP Research Fri - May 3, 2019 8:00 AM	O Dr. Brittney Cantrell
AP Seminar Tue - May 7, 2019 7:30 AM	O Mr. Daryl Moses
■ Biology Mon - May 13, 2019 7:30 AM	Mr. Kevin Bleier No Teacher Independent Study
Calculus AB Tue - May 14, 2019 7:30 AM	Ms. Dana Champion Mrs. Teresa Swinehart Ms. Melissa Wilson No Teacher Independent Study
Calculus BC Tue - May 14, 2019 7:30 AM	Mrs. Teresa Swinehart Ms. Melissa Wilson No Teacher Cladependent Study
Chemistry Thu - May 9, 2019 7:30 AM	O Mrs. Saru Bhardwai O Ms. Nicole McAllister O No Teacher

 Select your course and your teacher on this part.

 If you are taking the course online or from some other school, choose <u>No Teacher</u>, Example=GAVS or FVS

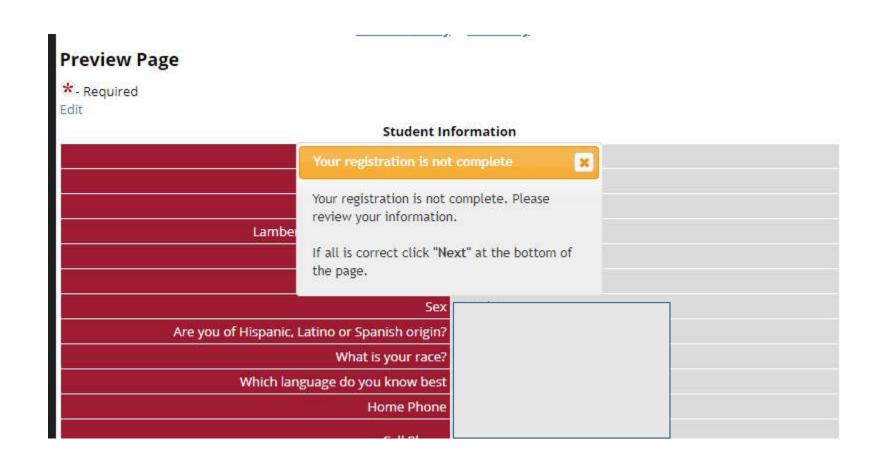
> If you are NOT taking the course and instead are studying the content on your own to prepare for the test, select <u>Independent</u> <u>Study</u>.



Help for Students/Parents Online AP Registration Provided by www.TotalRegistration.net

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.



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 **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 example istration. * 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) Yes information? No Next

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

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.



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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