

October 15, 2021

Home-schooled students that are enrolled in Advanced Placement courses with either Florida Virtual School (FLVS) or Lake County Virtual School (LCVS) will need to notify their “home-Zoned” school of their enrollment in Advanced Placement courses in order for the “home-Zoned” school to ensure an exam is ordered. The AP Coordinator at your “home-zoned” school will provide you with a unique join code for each AP course you are enrolled in.

Florida Virtual School Students

FLVS students should have received a letter from FLVS indicating the procedure and timeline. For specific questions regarding Florida Virtual School procedures and timelines please contact them.

Lake County Virtual Students

Lake County Virtual School will provide a list of students enrolled in AP courses to the ‘home-zoned’ schools on behalf of the student. However, students must email the AP Coordinator at their “home-zoned” school if they do not receive their join code(s). It is imperative that you communicate with the AP Coordinator at your “home-zoned” school by **Oct 29**.

All Students:

Once you receive your join code(s) from your “home-zoned” school AP Coordinator, **you must enter the exam only join code(s) in myap.collegeboard.org for your exam(s) to be ordered. Do not wait to enter the join code(s) as CollegeBoard places strict deadlines on exam registration and ordering.** Instructions for adding the join code(s) can be accessed at: <https://apstudents.collegeboard.org/access-your-ap-resources/join-your-class-online>. ***Please ensure that the email address in your CollegeBoard account profile is correct.*** “Home-zoned” school test sites and the CollegeBoard will use this email address to share important testing information.

If you have an active IEP or Section 504 Plan, ask your “home-zoned” school’s AP Coordinator for the directions to request accommodations from the CollegeBoard. Please note that the approval process can take up to seven weeks. You must provide your test site’s AP coordinator with a list of your approved accommodations upon receipt of approval from the College Board.

If you withdraw from an AP course and no longer plan to test, it is your responsibility to reach out to the AP Coordinator at your “home-zoned” school and request that they cancel your AP exam order.

School	AP Coordinator-Contact	Title	Email	AP Coordinator-Additional Contact	Title	Email
East Ridge	Dr. Stacy Keaveny	Assistant Principal	KeavenyS@lake.k12.fl.us			
Eustis	Erica Driggers	Assistant Principal	DriggersE@lake.k12.fl.us	James DeMarco	Counselor	DemarcoJ@lake.k12.fl.us
Lake Minneola	Gina Paul	School Counselor	PaulG@lake.k12.fl.us	Rhonda Boykin	Assistant Principal	BoykinR1@lake.k12.fl.us
Leesburg	Stuart Milchman	Assistant Principal	MilchmanS@lake.k12.fl.us			
Mt. Dora	Kyle Bracewell	Assistant Principal	BracewellK@lake.k12.fl.us			
South Lake	Donna Jesaitis	Assistant Principal	JesaitisD@lake.k12.fl.us			
Tavares	Maritza Rios Morales	School Counselor	RiosmoralesM@lake.k12.fl.us	Randy Campbell	Assistant Principal	CampbellR@lake.k12.fl.us
Umatilla	Kerri Collis	Literacy Coach	CollisK@lake.k12.fl.us	Tonya Rogers	Assistant Principal	RogersT@lake.k12.fl.us
Lake Virtual	Laura Bury	Testing Coordinator	BuryL1@lake.k12.fl.us	Dr. Derrick King	Assistant Principal	kingd1@lake.k12.fl.us

