

## Lakeside AP Registration Process (by a parent)

1. Have College Board account set up with student's personal email.
2. Contacted public school (Lakeside, Dekalb Co listed here)
  - First contact: AP Coordinator: Mrs. Elizabeth Krieger ([Elizabeth\\_Krieger@dekalbschoolsga.org](mailto:Elizabeth_Krieger@dekalbschoolsga.org))
  - Alternate contact/PSAT Contact: Testing Assistant Principal: Dr. Candace Williams ([candace\\_l\\_williams@dekalbschoolsga.org](mailto:candace_l_williams@dekalbschoolsga.org))
  - Generally ask for AP Coordinator from front office or guidance office.
3. Was emailed website when the order window opened. (This began a round of questions and investigations that I'll provide notes on below). <https://user.totalregistration.net/AP/110184>
4. Created Total Registration account (if needed) and ordered exam as "Independent Study".
5. Exam was approved by Lakeside and approval was emailed with a link back to Total Registration to pay.
6. Paid (\$102/exam) and received receipt/confirmation pdf listing exams and containing the join codes for the independent exam sections for each exam ordered.
7. Joined the Independent exam sections on the College Board website.

### Notes pertinent to my experience:

- If you are a Dexter Mosely Student of your local public school you still choose "does not attend (your school)" if asked. It's a little unclear when you are considered a student and when you are not in the DM system, so I asked to make sure.
- Independent Study join codes are provided at the end of the process. The front page of the Lakeside website does not indicate this and rather seems to say you should already have the codes. This is actually helpful because you don't join an AP section until you are actually paid and registered. This is the step that messed me up last year and resulted in us not having an exam ordered. I was given a code and thought I was registered when I joined the class on the CB website. It was another step (and website) to order and pay and I missed the somewhat narrow window.
- It's unclear during the ordering process that you will need to wait to have Independent Study exams approved, so it's good to know you will not be able to pay and finish the process until you are approved.
- If you are accrediting your student's high school transcript, you will use your accredited school as the school your child attends. Otherwise, you choose homeschool.
- Schools have deadlines and late fees that they are very unlikely to budge on. Lakeside late fees begin Oct. 17 and increase on the 24th. Nov. 1 is the last day to register and exams must be paid for by Nov. 9. Nov. 9 is also the last day for a refund.