

Important Corrections

SSD

The phone number for the College Board's Services for Students with Disabilities (SSD) office is **212-713-8333**. The phone number on page 71 of the printed version of the [2014-15 AP[®] Coordinator's Manual](#) (.pdf/7.8MB) is incorrect.

Preadministration

Page 2 of the sample answer sheet in the printed [2014-15 AP Preadministration Instructions](#) (.pdf/699KB) booklet is incorrect. The instructions script and the accompanying [PowerPoint](#) (.ppt/2.2MB) are correct, as is the actual 2015 AP answer sheet.

AP Exam Administration

Seating charts

All schools must complete a [seating chart](#) for every exam they administer.

AP NARs

A completed [AP Nonstandard Administration Report \(NAR\)](#) must be returned for each AP Exam taken with accommodations.

Class sections

[Designate section numbers](#) on students' answer sheets to get subject score rosters and AP Instructional Planning Reports at the class section or teacher level.

One Month Until AP Exams

Professional Development

AP Chinese and Japanese Exams

You must complete the setup process for AP Chinese and Japanese Exams on CD by **April 17**. Exam overviews for [AP Chinese](#) (.pdf/4.7MB) and [AP Japanese](#) (.pdf/3.5MB) are available.

AP Studio Art

May 8 is the deadline to forward your school's digital portfolios to the AP Program using the Web application.

[See the full checklist](#)

It's All About the Students

AP fee reductions

Learn about federal [eligibility criteria](#) for fee reductions for low-income students. [State-specific information](#) is also available.

Score reports

Encourage your students to sign up for a [free College Board account](#) and learn more about getting scores online. When ordering exams, make sure that the grade

Spring refresher

[Online professional development for AP Physics](#) is convenient, self-paced, and CEU eligible.

AP Annual Conference

Early bird deadline is **April 30**. See the [conference program](#) for Coordinator-specific sessions.

AP Exam Readers needed

We are [accepting applications for AP Readers](#) to score exams in June 2015.

Important Links

- [AP Coordinator Planning Calendar](#) (.pdf/64KB)
- [Spreadsheet for Room Organization and Proctor Scheduling](#) (.xls/38KB)
- [Recording Student Responses Using a Computer](#)
- [AP Exam Instructions](#)
- [Coordinating the Exam](#)
- [AP Coordinator Tutorial](#)
- [Newsletter Archive](#)

Contact Us

[apexams@](#)

enrollment numbers you provide include all students in your school, not just AP students, to ensure accurate reporting.

info.collegeboard.org

[apexams-
intl@info.collegeboard.org](mailto:apexams-intl@info.collegeboard.org)

(for AP Coordinators outside the United States)

The College Board
250 Vesey Street
New York, NY 10281

Follow us



[Unsubscribe](#) | [Customer Service](#)

To ensure these emails make it to your inbox, please add collegeboard@noreply.collegeboard.org to your address book.

© 2015 The College Board