

ADVANCED PLACEMENT PROGRAM® (AP®)
SUPPLEMENTAL ROSTER
FOR OKLAHOMA PUBLIC SCHOOL STUDENTS TAKING TWO OR MORE AP EXAMS

Important information for filling out the roster:

- Complete this roster prior to submitting your remittance on-line to College Board.
- This roster is only for those students who take two or more AP Exams (Option 2). Financial need students must not be listed on this sheet (Option 1).
- Students can only receive one type of discount. They will qualify either based on their qualification for free/reduced lunch, or they will qualify for a \$25 discount based on multiple exams.
- Students can receive the multiple exam discount even if they take their exams in different locations, i.e., at their home school and at a regional OSSM center.
- You can submit an excel spreadsheet of your students as long as all information is included. Be sure to include a total for the number of exams.

How to use Column B:

1. Column B should only be filled out by Regional OSSM Centers and Career Tech Centers.
2. Regional OSSM and/or Career Tech Centers that are giving discounts based on students testing both at the home school and at a Regional OSSM and/or Career Tech Center need to write the name of the home school in this column.
3. Proceed to Column D.

How to use Column C:

1. Column C should only be filled out by an Oklahoma Public High School testing site.
2. Home schools that are giving discounts based on students testing both at the home school and at a Regional OSSM and/or Career Tech Center need to write the name of the OSSM/Career Tech Center in this column.
3. Proceed to Column D.

How to use Column D:

1. Write the total number of tests given at your testing site.
2. Do not include any tests given at other testing sites. For example, if you give one AP exam to a student who then takes another exam at another site, you would only put one in Column D.

A copy of this roster and the State copy of your AP Exam Invoice must be sent to:

*Lori Boyd
Director, Advanced Placement/AVID
The Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 3-15
Oklahoma City, Oklahoma 73105-4599
Fax# 405-521-2971*

If you have questions regarding how to fill out this roster and/or how to send in your AP remittance, please call the AP Office at 405-521-4288.

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Complete this worksheet prior to generating your invoice online at <www.collegeboard.com> can be found on page 1.

School Code:

1	2	3	4	5	6
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School Name: Anywhere High School

City/State/Zip Code: Anywhere, Oklahoma 77777

Here is a sample roster for a school that gave ALL AP exams at the school – i.e., no students took AP exams at OSSM or a Career Tech Center.

Use this roster to keep track of students taking **two or more** AP Examinations. This roster will be used by the Oklahoma State Department of Education to determine the number of exams qualifying for the \$25 subsidy for students from your school. Use multiple copies of this form if needed. If you prefer to attach a copy of a spread sheet, please be sure to include all the necessary information including a total of the number of exams.

A	B	C	D
Please Print Name (Last, First)	See instructions on page 1 (OSSM/Career Tech use only)	See instructions on page 1 (Oklahoma Public High School use only)	Number of Used Exams per Student
Smith, Allison			6
Baker, Cathy			4
Morris, Rachel			3
Thacker, Sophia			3
Total used exams for students taking two or more exams (sum of Column D above). (This is the number asked for on the remittance form under Option 2.)			16

This is the number of exams, not students

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School Code:

1	2	3	4	5	6
---	---	---	---	---	---

School Name: Anywhere Career Tech

City/State/Zip Code: Anywhere, Oklahoma 77777

Here is a sample roster for a Career Tech Center that gave ALL AP exams at the center – i.e., no students took AP exams at their home school.

Use this roster to keep track of students taking **two or more** AP Examinations. This roster will be used by the Oklahoma State Department of Education to determine the number of exams qualifying for the \$25 subsidy for students from your school. Use multiple copies of this form if needed. If you prefer to attach a copy of a spread sheet, please be sure to include all the necessary information including a total of the number of exams.

A	B	C	D
Please Print Name (Last, First)	See instructions on page 1 (OSSM/Career Tech use only)	See instructions on page 1 (Oklahoma Public High School use only)	Number of Used Exams per Student
Smith, Allison			6
Baker, Cathy			4
Morris, Rachel			3
Thacker, Sophia			3
Total used exams for students taking two or more exams (sum of Column D above). (This is the number asked for on the remittance form under Option 2.)			16

This is the number of exams, not students

ADVANCED PLACEMENT PROGRAM® (AP®) SUPPLEMENTAL ROSTER

FOR OKLAHOMA PUBLIC SCHOOL STUDENTS TAKING TWO OR MORE AP EXAMS

Here is a sample roster for a High School that gave some AP exams at the school, but had students who took AP exams at their Career Tech Center as well.

Complete this worksheet prior to generating your invoice online at <www.co...> can be found on page 1.

School Code:

1	2	3	4	5	6
---	---	---	---	---	---

School Name: Anywhere High School

City/State/Zip Code: Anywhere, Oklahoma 77777

Use this roster to keep track of students taking **two or more** AP Examinations. This roster will be used by the Oklahoma State Department of Education to determine the number of exams qualifying for the \$25 subsidy for students from your school. Use multiple copies of this form if needed. If you prefer to attach a copy of a spread sheet, please be sure to include all the necessary information including a total of the number of exams.

A	B	C	D
Please Print Name (Last, First)	See instructions on page 1 (OSSM/Career Tech use only)	See instructions on page 1 (Oklahoma Public High School use only)	Number of Used Exams per Student
Smith, Allison		Anywhere Career Tech	5
Baker, Cathy		Anywhere Career Tech	3
Morris, Rachel		Anywhere Career Tech	1
Thacker, Sophia		Anywhere Career Tech	2
Total used exams for students taking two or more exams (sum of Column D above). (This is the number asked for on the remittance form under Option 2.)			11

If you look at the samples above, Allison took 6 AP exams, but she only took 5 of them at her home school. She took the other one at the Career Tech. If you look at Rachel's, there is only one exam listed here, but she took 3 exams (one at her home school and two at her Career Tech) and so qualifies for the multi-test discount.

This is the number of exams, not students

**ADVANCED PLACEMENT PROGRAM® (AP®)
SUPPLEMENTAL ROSTER
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Here is a sample roster for a Career Tech Center that gave some AP exams at the center, but had students who took AP exams at their home school as well.

Complete this worksheet prior to generating your invoice online at <www.co...> form
can be found on page 1.

School Code:

1	2	3	4	5	6
---	---	---	---	---	---

School Name: Anywhere Career Tech

City/State/Zip Code: Anywhere, Oklahoma 77777

Use this roster to keep track of students taking **two or more** AP Examinations. This roster will be used by the Oklahoma State Department of Education to determine the number of exams qualifying for the \$25 subsidy for students from your school. Use multiple copies of this form if needed. If you prefer to attach a copy of a spread sheet, please be sure to include all the necessary information including a total of the number of exams.

A	B	C	D
Please Print Name (Last, First)	See instructions on page 1 (OSSM/Career Tech use only)	See instructions on page 1 (Oklahoma Public High School use only)	Number of Used Exams per Student
Smith, Allison	Anywhere High School		1
Baker, Cathy	Anywhere High School		1
Morris, Rachel	Anywhere High School		2
Thacker, Sophia	Anywhere High School		1
Total used exams for students taking two or more exams (sum of Column D above). (This is the number asked for on the remittance form under Option 2.)			5

If you look at the samples above, Allison took 6 AP exams, but she only took 1 of them at the Career Tech. She took the other ones at her home school. If you look at Rachel's, there are only two exams listed here, but she took 3 exams (one at her home school and two at her Career Tech) and so qualifies for the multi-test discount.

This is the number of exams, not students