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Administration

About AP

All students who are willing and academically prepared to accept the challenge of a rigorous academic curriculum should be considered for admission to AP courses. Certain AP courses have prerequisites. The most successful AP programs establish course sequences of scaffolded courses that prepare students for the rigors of an AP college-level course. This structured series builds both the necessary knowledge for students to be successful and provides a marketing tool for recruitment of students into the AP course. Read more [About AP as a school administrator](#).

AP in Louisiana: School performance scores

STRENGTH OF DIPLOMA INDEX

The strength of diploma index in the accountability system measures the extent to which high schools have prepared students for college or a career. The table below demonstrates how points are assigned in the accountability system for the achievements of both TOPS University Pathway and Jump Start TOPS Tech Pathway students.

Index Points	Student Results
110 points	HS Diploma plus (a) AP® score of 3 or higher, IB® Score of 4 or higher, or CLEP® score of 50 or higher
150 points	HS Diploma plus (a) At least one passing course grade for TOPS core curriculum credit of the following type: AP®, college credit, dual enrollment, or IB® Students must take the AP®/IB® exam and pass the course to earn 110 points

Steps for Offering AP Courses at Your High School

For more outreach and support resources visit the [College Board website here](#)

1. Obtain a College Board School Code	Use the high school code search to look up your code. Schools that need to acquire a code may call (877) 274-6474 to obtain a High School Code Request Form.
2. Select an AP Coordinator	<p>The AP coordinator assumes primary responsibility for organizing and administering the AP program at your school, and manages the ordering, storing, administering, returning, and purchasing of AP exam materials. Who can serve as an AP coordinator?</p> <ul style="list-style-type: none"> ● The AP coordinator may be a full-or part-time administrator or counselor, faculty member, or school staff member who is not teaching an AP course (AP teachers cannot serve as AP coordinators). ● An AP coordinator cannot be involved in the handling of any exam materials that an immediate family or household member may take.
3. Complete the AP Participation Materials	In September, each school receives AP participation materials sent to the attention of the school's principal. These materials include an AP Program Guide, an AP Participation Form, an AP Participation Survey and other information about AP for the upcoming school year. To order AP Exams, the principal and AP coordinator must submit these materials no later than November 15. If AP participation materials have not been received by October, contact AP Services
4. Follow these Steps to Implement AP Courses to the School Curriculum	<ol style="list-style-type: none"> 1. Choose a course or courses to add to your catalog. 2. Select a teacher for each course and make sure they have access to high quality professional learning opportunities and course materials. 3. Even as you launch your programming, bring AP teachers together to develop strategies for supporting student achievement in these rigorous courses, particularly underserved students. 4. Work with staff to implement recruitment strategies to attract and register students from all backgrounds to ensure the diversity of the school is represented in AP courses. 5. Complete AP course audit requirements. 6. Launch the course.

AP Course Audit

Your course must be authorized by the AP Program in order to call it an AP course. The only way to do that is through the [AP Course Audit](#). The process is designed to confirm teacher awareness of course scope and occasional exam changes, and to ensure that practice exams and other resources are only accessible to teachers verified by a school administrator. Once your course is authorized, you will have access to practice exams and other resources (e.g., formative assessments and the AP Question Bank) that are reserved for AP teacher usage. And your course will be included in the AP Course Ledger—the official list of all AP courses—so colleges and universities can verify what they see on student transcripts.

Professional Development

[Building an AP Program: A Workshop for Administrators – Workshops & Summer Institutes](#)

Creating an AP Culture

The College Board publication, [Spotlight on Success](#), highlights schools and districts that have given careful thought to what will work in their communities and how they've reached students who aren't obvious candidates. [Four editions have been published and can be accessed here](#). The anecdotes are insightful and provide examples from across the nation of how leaders, teachers and schools are working to strengthen school cultures to expand access and achievement in AP courses.

AP Coordinators

The success of a school's AP program is due in large part to the efforts of a dedicated AP coordinator. AP coordinators assume primary responsibility for organizing and administering the AP programs at their schools. They also manage the ordering, receipt, distribution, administration, and return of AP Exam materials—making sure millions of students worldwide receive their AP scores. The College Board website has a [dedicated section for AP coordinators](#) with the most updated information about [important changes](#) as they occur as well as information about:

- [Learning opportunities for coordinators](#)
- [Annual calendar and deadlines](#)
- [Information about accessing and using AP registration and ordering](#)
- [Exam ordering and fees, tools to help coordinators and students prepare for exam day](#)
- [Supports and accommodations for students with disabilities](#)

Additionally, there are many other valuable [resources](#), including a [comprehensive manual](#) that provides detailed information about everything AP coordinators need to do from the start of the year through the November exam ordering deadline.

[Important Deadlines](#)

Action/Item	Date
Preferred ordering date; ensure student enrollments are complete	October 2, 2020
Final exam ordering deadline for fall-only and year-long AP courses	November 13, 2020
Requests for accommodations	January 15, 2021
AP Course Audit deadline	January 31, 2021
Exam ordering deadline for AP courses beginning after November 13 and changes to fall orders	March 12, 2021
Indicate students who may be eligible for College Board AP Exam fee reductions in AP	April 30, 2021

Registration and Ordering	
Regularly scheduled exam dates	May 3-7, 10-14, 2021
Late-testing exam dates	May 18-21, 2021
Score release	July 2021

Professional Development Opportunities