



#1 Mark Twain Circle
Clayton, MO 63105

T: 314.854.6605
F: 314.854.6626

claytonschools.net/chs

December 16, 2020

Counseling Department

Carolyn Blair
COUNSELING SERVICES DIRECTOR
COLLEGE COUNSELOR

Joyce Bell
COUNSELOR

Jacelyn Cole
COUNSELOR

Mary Anne Modzelewski
COLLEGE COUNSELOR

Tobie Smith
COUNSELOR

Homer Turner
COUNSELOR

Dear Parents/Guardians of AP Students,

You are receiving this letter because your CHS student has enrolled in one or more Advanced Placement classes, and has registered to sit for at least one AP exam. The next step in the registration process is to complete payment. Enclosed you will find an invoice that includes each exam for which your student is currently registered. The cost of AP exams is **\$104.00 per exam** or **\$53.00 per exam** (if your family receives Free or Reduced Lunch). You need only pay for the exams your student intends to take. If canceling an exam the student has registered to take please indicate this on the paper invoice, or simply do not select in the online portal. If this fee is a hardship for your family please contact Mrs. Smith.

Payment options include:

- 1) Check or money order (made out to Clayton High School)
- 2) We are unable to accept cash at any time
- 3) Credit or debit card through the secure online portal My School Bucks (directions below)

Those who already have a My School Bucks account for food service will use their existing account to make payments by choosing the "School Store" and then "AP Exam" options at login. If you do not already have an account simply enroll and follow the above instructions. **A 2.95% processing fee will apply to the total of these payments.**

How Do I Enroll in My School Bucks?

- Go to www.MySchoolBucks.com and click "Sign Up Today."
- To create an account you will need to know your student's birthday and student ID number. This number is indicated at the top of your invoice.
- You will then be asked to provide credit or debit card information.

How-To videos for using your MySchoolBucks.com account, such as adding a child to your account, and updating your payment method can be found at: <https://www.myschoolbucks.com/ver2/help/gethelpvideos>

Educate. Inspire. Empower.

To ensure that your student will be able to sit for AP exams, all payments must be made by **Friday, March 5, 2021**. If payment is not received, an exam will not be ordered. In special circumstances we may be able to order an exam after this date, however, there will be an additional **\$40 late fee** required.

If you have any questions, please feel free to reach out to Mrs. Smith any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tobie Smith', with a long horizontal flourish extending to the right.

Tobie Smith
School Counselor for Class of 2024
AP Coordinator

A handwritten signature in black ink, appearing to read 'Carolyn Blair', with a long horizontal flourish extending to the right.

Carolyn Blair
Director of Counseling Services