

Dear Parents:

We need your help! Please fill out if you can help!

During the first two weeks of May, Oregon City High School will administer Advanced Placement tests in 14 subjects. These tests allow students to earn college credit (accepted at most colleges and universities) while still in high school. In addition, students prepare for rigorous college course work, and, as a bonus, AP classes may provide “an edge” when they apply to the college of their choice.

In order to qualify students for credit, tests must be administered properly, and that includes having a sufficient number of proctors. We need parent volunteers to help proctor these tests. Proctor duties include being present at the exam, helping set up for the tests, handing out papers, tissues and pens, and general monitoring of the examination venue. Counselors or other OC staff will be responsible for reading instructions, answering student queries about the exam, and timing.

Proctoring is not difficult as students are committed and focused, but it requires that you follow specific testing protocols. We will provide instruction for you.

Exams are either morning (7:00 am to approximately noon) or afternoon (11:30am to approximately 3:30). **Parents may not proctor an exam their own child is taking.** Please sign up for as many exams as possible. Test dates and times are:

Monday	May 7	AM – Chemistry	_____
Monday	May 7	PM – Psychology	_____
Tuesday	May 8	AM – Spanish Language	_____
Tuesday	May 8	PM – Physics 1	_____
Wednesday	May 9	AM – English Lit & Comp	_____
Wednesday	May 9	PM – Physics 2	_____
Thursday	May 10	AM – US Gov’t & Politics	_____
Friday	May 11	AM – US History	_____
Monday	May 14	AM – Biology	_____
Tuesday	May 15	AM – Calculus AB & BC	_____
Wednesday	May 16	AM – Eng Lang & Comp	_____
Thursday	May 17	PM – Statistics	_____
Friday	May 18	AM – Human Geography	_____

If you know of other adults who might like to/be able to help, please let them know. Return this form ASAP. Forms may be turned into Student Services or via email to me at toby.futch@orecity.k12.or.us. Test times assigned are on a first come, first serve basis.

Thank you for your help!

Toby Futch
Associate Principal

Your Name: _____ Phone #: _____

Your AP Student(s): _____