



PLATTSBURGH CITY
SCHOOL DISTRICT



Dear Plattsburgh Students and Families,

We are excited to inform you that you are enrolled in a FALL 2025 course offering AP and/or CAP credit. Students will have the opportunity to begin their college experience by engaging in rigorous curricula with the potential of earning credits towards their college transcript. Below, you will find an overview of each program.

CAP (College Advancement Program) is a concurrent enrollment opportunity designed to enhance college readiness through [Clinton Community College](#). Students will engage in instruction aligned with CCC course objectives and developed by approved PHS instructors. Students will be expected to adhere to course requirements. Enrollment involves a simple 3-step application process: apply to CCC (if new to the program), select your course(s), and complete a certificate of residence. The fee for CCC is \$70 per credit hour, with most courses being either 3 or 4 credits (totaling \$210 or \$280). Payments will be made directly to Clinton Community College via their portal or by mail. Financial assistance is available for qualifying families. Some courses may be equivalent to two CCC courses (refer to the attached course menu). If you're interested in earning credit for both CCC courses while already enrolled in the PHS course, please register for the second course during the Spring 2026 registration period in February. You will receive additional information as we approach the second semester.

AP (Advanced Placement) courses are developed by PHS instructors. Credit bearing exams are administered at PHS through the [College Board](#). Students will utilize this platform in their AP course(s) for instructional use as well as managing their exam choices. It will be the students' responsibility to make this decision through the platform by November. Note that registering after the deadline incurs a \$40 fee through College Board. If a student registers for an exam but chooses not to take it beyond the registration date, a \$40 fee will also apply. Payment for each range between \$90-\$100 (cost can vary year to year) and made via **check**, payable to **PCSD**. A reduced fee option is available for students demonstrating financial need.

Students may enroll in **both** AP and CAP if the course offers both options. The advantage of this dual enrollment is the potential for guaranteed college credit. To earn AP credit, students must achieve a score of 3 or higher on the exam. If this score is not met, students can earn CAP credit based on their cumulative average and adherence to course expectations which may include a final exam. If students wish to enroll in both for their respective courses, students must pay for both CCC course and AP exam. Students will not receive double credit for this option- students get to experience a rigorous exam while having the "safety" of the CCC option if the exam requirement is not met.

By selecting one or both programs, students acknowledge their responsibility for their academic performance in their respective courses. Failure to meet course requirements may hinder the ability to earn transferable credit, and no refunds will be issued. Instructors will outline their specific requirements and expectations for student success throughout the course. Key factors such as academic integrity, communication, time management, and consistent attendance are crucial for a smooth transition to college.

If students or families have any questions or concerns, please feel free to reach out to me via Teams Chat (for students), Parent Square, or email. I'm always eager to help resolve any issues and address questions. Please note that I may not be able to alter deadlines or make certain exceptions- many policies and deadlines are enforced by both Clinton Community College and College Board. Our PHS website has additional resources available if needed.

I'd like to wish you a positive and productive school year as well as sharing big congratulations on your academic advancements. You've worked hard to earn these opportunities. Continue the hard work, utilize your PHS community for support, and enjoy your remaining time at PHS.

Sincerely,

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