## (Parent/Guardian Email)

## Creating a College Board Account for Students Under 13

*Dear Parent/Guardian:*

*We’re thrilled to offer Pre-AP® courses this year. These courses will prepare your child with the critical thinking and academic skills to take AP® courses in the future. We need your help as soon as possible.*

*All Pre-AP courses use Pre-AP Classroom, a website that provides access to important materials. This requires that your child have a College Board account.*

*Students under 13 cannot create their own account due to federal regulations for online privacy.*

*We need you to complete this* [***form***](https://satsuite.collegeboard.org/media/pdf/account-creation-consent-form-sat.pdf) *and email it as soon as possible to accountrequest@collegeboard.org and [Pre-AP Coordinator email address]. The form details and a sample email are listed below.*

*If you have any questions, please contact [Pre-AP Coordinator] or the College Board at 888-225-5427 from Monday to Friday, 9 a.m. – 6 p.m. ET.*

*Sincerely,*

*[Pre-AP Coordinator]*

*Pre-AP Coordinator*

## Form Details

* Student first name
* Student Middle initial
* Student last name
* Gender
* Date of Birth
	+ Double-check the student’s Date of Birth (DOB).
* Email address of student
	+ [Optional to include this suggestion. If your school does not allow students to receive incoming emails, specify to not use the child’s school email address.] Use your child’s school email address
* Email address of parent/guardian
* Student’s anticipated high school graduation date
* Name of student’s school
* Security phrase
	+ 4–20 characters, no spaces (Your child will need to remember this! Help them keep it in a school folder or phone where they can find it when we are helping them at school.)
* Address
* Parent/guardian name
* Parent/guardian daytime contact number
* Parent/guardian email address
* Parent/guardian signature

## Sample Email

TO: accountrequest@collegeboard.org

CC: [Pre-AP Coordinator email address]

Email Subject: StudentName College Board Account Request

Email Message: This is a request for a College Board Account for a student in Pre-AP.

Attachment: Attach your completed, signed form.