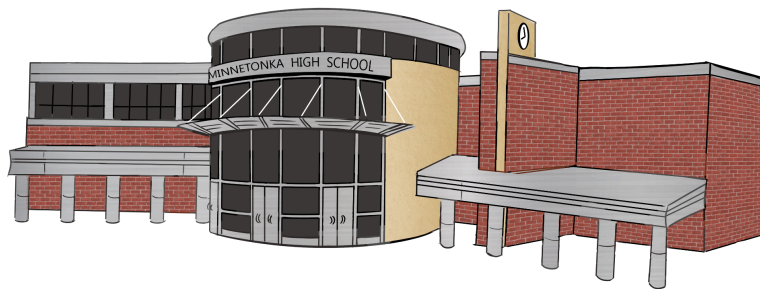


IB Exam Registration

May 2026 Exams



DEADLINE TO REGISTER

Sunday, October 19, 2025

REGISTRATION:

→ **Register/pay through Total Registration:** (directions on page 3): When selecting your exams, you will be asked to indicate your teacher's name. If you have a different teacher for SM1 & SM2, you may select either teacher's name.

NOTE: Students in Spanish Language & Literature SL year 1, Chinese Language & Literature SL Year 1, Ab Initio Spanish Year 1, English Literature HL Year 1, Visual Arts HL Year 1, Theory of Knowledge, and History HL Year 1 do not register for exams this year. These exams will take place in year 2 of these courses (May 2027). All other HL & SL courses will take exams this coming May. Please talk with your IB teacher(s) if you have any questions about which exam(s) to select.

→ **You will be asked to provide the following information:**

- Student legal name
- Home phone number
- Gender
- Nationality (citizenship)
- Date of Birth
- The last 4 digits of your Social Security Number (or 9999 if you do not want IB to have this information)
- Your registration category of courses (11th or 12th grader taking one or more exams but not going for the full IB diploma), anticipated (11th grade going for the full IB diploma), or diploma (12th grader going for the full IB diploma). NOTE: we do not currently have any students categorized in the Retake or Career Program
- Senior diploma candidates should check "yes" to TOK. All others should select "no" for the TOK question.
- Grade Level
- Ethnicity
- Extended Essay Topic (senior diploma candidates only)
- First Language

PAYMENT:

→ **Pay with card/check/cash:** Total Registration handles all payments. You may pay via credit/debit card, check, or cash. You will be given the opportunity to pay electronically for your exam(s) online during registration; cash or check needs to be sent directly to Total Registration. The cost of each AP exam is \$75.00. *Full payment must be received by November 14, 2025. There are no refunds for exams canceled or not taken.*

→ **Free & Reduced Lunch:** if you qualify for free or reduced lunch, your exam fees are covered by a combination of state and federal funds. Indicate that status during the registration process (you will not complete the payment portion).

- ◆ **Proof Required:** Students must email kristen.turnblad@minnetonkaschools.org to request proof of Free/Reduced status for the 2025-26 school year OR submit approval documentation to tyler.barthelemy@minnetonkaschools.org directly.

→ **Financial aid** and/or payment arrangements are available to all students and parents/guardians who express the need. The online registration includes an application for financial aid. Indicate that you would like to apply for financial aid and provide the reason for your request (please indicate if you are requesting a payment plan and/or reduced fees). You will not be asked for a payment at the time of registration. Your registration will be held pending financial aid approval. You will receive an email with confirmation of your registration and financial aid details.

Minnetonka High School · **IB Exam Registration** · May 2026 Exams

DEADLINE TO REGISTER: Sunday, October 19, 2025

ACCOMODATIONS:

- Students who currently have testing accommodations at school through a 504 plan, health plan, or an Individual Education Plan (IEP), may request exam accommodations through Laura Herbst. Other instances may apply provided they meet IB requirements, please contact Laura Herbst with any questions. Please review the [MHS Guide to Requesting Testing Accommodations](#), complete the [IB consent form](#), and return it to the Counseling Office by December 6, 2024.

OTHER INFORMATION:

- **New to IB or wonder why you should test?** See [Benefits of Taking the IB Exam](#)
- **Exam Schedule:** The full exam schedule is in the AP/IB Google Folder: <https://bit.ly/mhsAPIB>. You may also view your personal exam schedule via your Total Registration Account ([login](#) – and click on “Student Testing Schedule”).
- **AP/IB GOOGLE FOLDER:** all AP & IB students should add this Google folder to your Minnetonka Student Google Drive: <https://bit.ly/mhsAPIB>. This is where you will find exam start times, room assignments, rules and regulations, what to bring and what not to bring, etc. **Students are responsible for reviewing all information in this folder.**

NOTE: the contents of the MHS AP/IB Google folder are visible to anyone who uses the link. However, the room assignment folder is only visible when you are logged in to a MINNETONKA GOOGLE ACCOUNT

- **REMINDER:** AP and IB courses carry an additional 1.0 weight on the 4.0 grade weighting scale; to maintain the weight to their MHS letter grade, students must either earn a C- or higher in the course OR successfully achieve a “3” or higher on the AP exam or “4” or higher on an IB exam.

QUESTIONS:

- Registration Questions: Tyler Barthelemy – tyler.barthelemy@minnetonkaschools.org or 952-401-5810
- Exam or Financial Aid Questions: Laura Herbst – laura.herbst@minnetonkaschools.org or 952-401-5897

— **TOTAL REGISTRATION** instructions below —

Minnetonka High School · IB Exam Registration · May 2026 Exams

DEADLINE TO REGISTER: Sunday, October 19, 2025

Before you begin your registration, please read the first page of this document for important registration information!

TOTAL REGISTRATION

NOTE: Please keep your total registration login information in an accessible place. You will need it to access your account to view your exam schedule in the spring.

→ If you **have never** registered for AP or IB exams at MHS, you will need to create a new account to register for AP exams. Go to: <https://user.totalregistration.net/IB/240780> to begin your registration

→ If you **have** registered for AP and/or IB exams in the past, please follow the instructions below to register for AP exams using a previously created account. **Please DO NOT create a new account.** NOTE: each student must have his/her own registration account; siblings may not share an account.

1. Go to <https://user.totalregistration.net/student/login.php?ceeb=240780>
2. Enter the email address that you used to create your Total Registration account.

NOTE: we recommended using your Minnetonka student email address (XXXXXX@mtka.org).

3. If you do not remember the email address you used, click on “Don’t Remember the Email You Used in the Past?” and follow the onscreen instructions.
4. If you have forgotten your password, click on “Forgot Your Password? ...” and follow the onscreen instructions.

NOTE: if you are having trouble logging in to your Total Registration account and you no longer have access to the email address you used to create your account, you can still use the email and password help links. The system will automatically send an email to both the student and parent email addresses on the account or you may choose the option to answer the challenge question that you provided when you created your account.

5. If you need to change your email address, click on “Edit Student/Parent Info” to make the change (be sure to click on the save button at the bottom of the page after you make the change). After you change the email address, you will use this new email address to login in the future!
6. Click on “Register for 2026 IB Exams” and complete the required information to register for your exams.

The screenshot shows the 'Student Login' page for Minnetonka Public Schools. It includes a login form with fields for 'Student Email (Provided at Registration)' and 'Password', and a 'Login' button. Below the login form are two links: 'Forgot Your Password?' and 'Don't Remember the Email You Used in the Past?'. Red arrows point from these links to the text in step 4 of the instructions. Below the login section is an 'Announcements' section, followed by an 'Account Functions' section. In the 'Account Functions' section, there are links for 'Edit Student/Parent Info', 'Edit any of your contact information here (Email, Address, Phone, etc.)', 'Change Password', 'Change a new password', and 'Student Testing Schedule'. Red arrows point from these links to the text in step 5 of the instructions. At the bottom of the page, there is a '2017 IB Exam Registration' section with a link to 'Register for 2026 IB Exams'. A red arrow points from this link to the text in step 6 of the instructions. On the right side of the page, there is a yellow box with the text 'Minnetonka High School Balance Due: \$ XX Make a Payment'.