



STATE OF ALABAMA
DEPARTMENT OF EDUCATION




Ed Richardson
 Interim State Superintendent of Education

February 2, 2018

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Ed Richardson 
 Interim State Superintendent of Education

RE: Advanced Placement (AP) and International Baccalaureate (IB) Exam Fee Reduction Program

The Alabama State Department of Education (ALSDE) will pay a portion of the test fees for eligible low-income public school students who took Advanced Placement (AP) and International Baccalaureate (IB) examinations in 2018. The ALSDE will continue to use the authorized definition of “low-income individual” as eligibility for free or reduced-price lunches under the *National School Lunch Act*. The 2017-2018 school year eligibility guidelines relating to eligibility for a free or reduced-price lunch were published by the U. S. Department of Agriculture in the Federal Register on April 10, 2017. This notice is available at the following link: <https://www.gpo.gov/fdsys/pkg/FR-2017-04-10/pdf/2017-07043.pdf>. The listed Income Eligibility Guidelines in the above publication will be used to determine a public school student’s low-income status and eligibility for AP and IB test fee assistance during school year 2017-2018.

In order to receive reimbursement from the ALSDE, the school system’s AP/IB coordinator will need to submit a signed copy of the *AP/IB 2018 Request for Payment Form* (form is attached) to the ALSDE along with a copy of the *College Board AP Exam Invoice: State Copy* **and/or** the *IB Exam Invoice*. The *Request for Payment Form* is downloadable on the ALSDE’s Web site at the following link: <http://www.alsde.edu/sec/isvcs/Pages/home.aspx>. Please follow directions on the form for submitting reimbursement requests.

The deadline for submission of these documents is July 31, 2018.

Thank you for your continuing support of the AP and IB programs in Alabama. If you have questions regarding these reimbursements, please contact Dr. Michal G. Robinson, AP/IB Program Manager, by e-mail at mrobinson@alsde.edu or by telephone at (334) 353-1191.

ER/MGR/LM

Attachments

cc: Dr. Barbara J. Cooper
 Mrs. Shanthia M. Washington
 Mrs. Vera Guettler
 Mrs. Robin A. Nelson
 Dr. Michal G. Robinson

FY18-2045

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Ed Richardson
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State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program

AP/IB 2018 Request for Payment Form

Through the fee reduction program, the Alabama State Department of Education (ALSDE) will reimburse the schools in your school system for a portion of the money expended on the 2018 Advanced Placement (AP) exam fees and International Baccalaureate (IB) exam fees taken by eligible low-income students participating in the federal free or reduced-priced lunch program, **provided funds are available**. In order for the school system to receive reimbursement, the ALSDE will verify the remittance amount paid for eligible low-income testing for each high school through your submission of the *AP/IB 2018 Request for Payment Form* found on the next page. (This form is downloadable on the ALSDE's Web site at the following link: <http://www.alsde.edu/sec/isvcs/Pages/home.aspx>). Click on APIB. Reimbursement forms should be sent to the ALSDE by the **district AP/IB Coordinator** or a designee.

Directions for requests for reimbursement:

1. Submit a separate *AP/IB 2018 Request for Payment Form* (on the next page) for **EACH eligible high school** in the school system. Complete the form (on the next page) and obtain the signatures of the school principal, the local education agency (LEA) chief school financial officer (CSFO), and the district superintendent (**in blue ink, please**, in order to indicate originals).
2. Attach a copy (**required to receive reimbursement**) of the *College Board AP Exam Invoice: State Copy OR the IB Exam Invoice (both if applicable)* to each *AP/IB 2018 Request for Payment Form*. The **quantity** and **cost of tests** with fee reductions should be indicated on the invoice(s). The IB invoice must include verification of each test taken by eligible low-income students. IB registration is **NOT** eligible for reimbursement.
3. **Both** the *AP/IB 2018 Request for Payment Form(s)* and the *College Board AP Exam Invoice: State Copy OR IB Exam Invoice(s)* are required in order for reimbursement checks to be processed. The deadline for submission of these two/three documents is **July 31, 2018**. **Please mail** the completed (original) *AP/IB 2018 Request for Payment Form(s)* and the invoice(s) with **original signatures** to:

Dr. Michal G. Robinson, AP/IB Program Manager
Alabama State Department of Education
Instructional Services Section
P. O. Box 302101
Montgomery, AL 36130-2101

Reimbursement checks will be **mailed to the central office** of the school system. If you have questions, please contact Dr. Michal G. Robinson by e-mail at mrobinson@alsde.edu or by telephone at (334) 353-1191.

State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program
2018 Request for Payment Form

The _____ **City/County Board of Education** respectfully requests AP and/or IB test fee reimbursement for _____ **High School**. In the table below, fill in the correct number of exams in brackets, multiply by amount of reimbursement per test, and enter that amount in the cost column. Compute the total cost at the bottom of the cost column.

Number of Tests Taken By Eligible Low-Income AP and IB Students	Cost
[] AP Exams (except AP Seminar/Research) x \$ 45.00	
[] AP Seminar and AP Research Exams x \$ 63.00	
[] IB Exams x \$ 70.00 (ALSDE will not pay any part of the \$172 registration fee)	
TOTAL REIMBURSEMENT DUE	

Name of System AP/IB Coordinator _____

E-Mail Address _____ Telephone Number _____

I verify that the above information is correct.

Signature of School Principal **Date**

Signature of LEA Chief School Financial Officer **Date**

Signature of District Superintendent **Date**