September 4, 2012

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Thomas R. Bice
State Superintendent of Education

RE: 2012 Exam Fee Reduction Program – Advanced Placement (AP) and International Baccalaureate (IB) Exam Fees for Eligible Low-Income Students

I am pleased to announce the availability of the federally funded Exam Fee Reduction Program, which provides fee waivers to pay for Advanced Placement (AP) and International Baccalaureate (IB) exam fees for eligible low-income students who were enrolled in AP or IB courses and took the exams in 2012. These fee waivers enable schools to provide opportunities to students who might otherwise be unable to participate in such exams. The Alabama State Department of Education (ALSDE) will reimburse school systems for fee-waiver AP and IB exams that were taken by eligible low-income students and for accompanying IB exam registration fees.

The program’s eligibility criteria are the same as the existing criteria used by the AP program and the IB program. In order to receive the fee waivers, the school system must determine eligibility and provide appropriate information to the College Board for AP exams or to the IB office for IB exams.

In order to receive reimbursement from the ALSDE, the school system’s AP/IB coordinator will need to download an AP/IB 2012 Request for Payment Form from the ALSDE Web site and submit it to the ALSDE with a copy of the AP or IB invoice. To download the AP/IB 2012 Request for Payment Form, go to www.alsde.edu > Offices > Office of Student Learning > Publications. Compute the reimbursement, secure both the superintendent’s and principal’s signatures, and mail both the AP/IB 2012 Request for Payment Form and the AP or IB billing invoice to Ms. Cindy R. Freeman, Alabama State Department of Education, Instructional Services Section, P.O. Box 302101, Montgomery, Alabama 36130-2101. In order for requests to be processed, the dollar amount reimbursement requests on the AP/IB 2012 Request for Payment Form must match the dollar amount reimbursement requests on the AP or IB invoice. The deadline for submission of these documents is September 20, 2012. Reimbursement checks will be mailed to the school system.

Thank you for your continuing support of the AP and IB programs in Alabama. If you have any questions or concerns regarding these reimbursements, please contact Ms. Freeman by telephone at 334-353-1191 or by e-mail at cfreeman@alsde.edu.

TRB/CRF/LM

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