June 8, 2016

MEMORANDUM

TO:    City and County Superintendents of Education

FROM: Philip C. Cleveland PCC
       Interim State Superintendent of Education

RE:    Advanced Placement (AP) 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 2016. The U.S. Department of Education has announced that this is the last year the grant will be awarded. The ALSDE chooses to use the authorized definition of “low-income individual” as eligibility for free or reduced-price lunches under the National School Lunch Act. The 2015-2016 school year eligibility guidelines relating to eligibility for a free or reduced-price lunch have been published by the U.S. Department of Agriculture in the Federal Register on March 31, 2015. This notice is available at: http://www.gpo.gov/fdsys/pkg/FR-2015-03-31/pdf/2015-07358.pdf. This eligibility standard is to be used to determine a public school student’s low-income status and eligibility for AP and IB exam fee assistance during school year 2015-2016. A student is eligible for a free or reduced-price lunch if his or her family’s income is at or below 185 percent of the U.S. Department of Health and Human Services (HHS) poverty guidelines.

Federal funding is expected to be available in September 2016. State funding of $10 for each AP exam taken by low-income public school students is currently available. A separate check will be issued to the school system for federal funding when awarded.

In order to receive reimbursement from the ALSDE, the school system’s AP/IB coordinator will need to download a copy of the AP/B 2016 Request for Payment Form (for Non-A+ College Program Schools) or the AP/IB 2016 Request for Payment Form for A+ College Ready Program Schools (for A+ College Program Schools) (forms are attached) and submit it to the ALSDE along with a copy of the College Board AP Exam Invoice: State Copy or the IB Exam Invoice. The Request for Payment Forms are downloadable on the ALSDE’s Website at: http://www.alsde.edu/sec/jsvcs/Pages/home.aspx. Please follow directions on the form for submitting reimbursement requests.
The deadline for submission of these documents is August 1, 2016. The deadline is extremely critical because of its proximity to the end of the fiscal year. The state reimbursements will be processed during the current fiscal year which ends on September 30, 2016. The federal funding will be processed as soon as funds are received from the U. S. Department of Education.

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.

PCC/MGR/LM
Attachments
cc: Dr. Mark Kirkemier; Mrs. Shanthia M. Washington; Mrs. Vera Guettler; Mrs. Robin A. Nelson; Dr. Michal G. Robinson

FY16-2067
State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Exam Fee Program

AP/IB 2016 Request for Payment Form for A+ College Ready Program Schools
STOP!! IF YOU ARE NOT AN A+ SCHOOL, DO NOT USE THIS FORM!

A grant application has been submitted to the Office of Elementary and Secondary Education of the U. S. Department of Education to pay a portion of the Advanced Placement exam fees on behalf of eligible low-income students in Alabama who (1) are enrolled in an Advanced Placement course and (2) plan to take an Advanced Placement examination. An award is expected on or around September 1, 2016. The ALSDE will notify you of its status.

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 2016 Advanced Placement (AP) exam fees and International Baccalaureate (IB) exam fees taken by eligible low-income students participating in the federal free or reduced-price lunch program provided funds are available. State funding of $10.00 per eligible low-income student is currently available for reimbursement. A separate check will be issued for federal funding when awarded.

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 this AP/IB 2016 Request for Payment Form which may be found on the following page. (This form is downloadable on the ALSDE's Web site at: http://www.alsde.edu/sec/isvcs/Pages/home.aspx). Reimbursements to your school system will be distributed in two separate checks. State reimbursements will be processed through September 30, 2016 (through the end of Fiscal Year 2015-2016 only). Federal reimbursements will be distributed upon receipt of award. Requests for reimbursements will be accepted by this office immediately. Please follow directions below to ensure that reimbursements are made in a timely manner.

Directions for requests for reimbursement:

1. Submit a separate AP/IB 2016 Request for Payment Form for each eligible high school in the school system. Complete the form below and obtain the signatures of the principal, the Chief School Financial Officer (CSFO), and the superintendent (in blue ink, please, in order to indicate originals). Provide a federal reimbursement total, a state reimbursement total, and a combined total on the form on the next page.

2. Attach a copy of the detailed College Board AP Exam Invoice: State Copy or the IB Exam Invoice (both if applicable) to each AP/IB 2016 Request for Payment Form. The quantity and cost of exams with fee reductions should be indicated on the invoice(s).

3. Both the AP/IB 2016 Request for Payment Form(s) and the detailed College Board AP or IB Exam Invoice(s) are required in order for reimbursement checks to be processed. The deadline for submission of these two documents is August 1, 2016. Mail the completed AP/IB 2016 Request for Payment Form(s) and the invoice(s) 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. State reimbursement will be mailed separately from the federal reimbursement. 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) Exam Fee Program

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The __________________________ City/County Board of Education respectfully requests payment for
_______________________________ High School’s portion of the federally and state-funded AP and IB Exam
Fee Program.

In the table below, fill in correct numbers in brackets, multiply by amount of reimbursement per exam, and enter that
amount in the cost column. Compute the total cost at the bottom of the cost column.

<table>
<thead>
<tr>
<th>Number of Exams Taken By Eligible Low-Income AP and IB Students</th>
<th>Cost (Federal)</th>
<th>Number of Exams Taken By Eligible Low-Income AP and IB Students</th>
<th>Cost (State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] AP Math, Science, English, AP Govt., &amp; AP US History Exams x $38.00 (Federal)</td>
<td>[ ] AP Math, Science, English, AP Govt., &amp; AP US History Exams x $10.00 (State)</td>
<td></td>
<td></td>
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<td>[ ] Other Social Studies, Foreign Lang., Art, Music, etc. AP Exams x $38.00 (Federal)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>[ ] AP Seminar/Research Exams x $85.00 (Federal)</td>
<td>[ ] AP Seminar/Research Exams x $10.00 (State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] IB Exams x $98.00 (Federal)</td>
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TOTAL REIMBURSEMENT DUE (FEDERAL)  TOTAL REIMBURSEMENT DUE (STATE)  $

Total Federal and State Reimbursement

Name of System AP/IB Coordinator ____________________________________________

E-Mail Address ____________________________________________ Telephone Number _______________________________________

I verify that the above information is correct.

_________________________ Date

Signature of Principal

_________________________ Date

Signature of Chief School Financial Officer

_________________________ Date

Signature of Superintendent
State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Exam Fee Program

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**TOTAL REIMBURSEMENT DUE (FEDERAL)**

**TOTAL REIMBURSEMENT DUE (STATE)**

Total Federal and State Reimbursement $ __________

Name of System AP/IB Coordinator _______________________________________________ 

E-Mail Address __________________________________________ Telephone Number __________

I verify that the above information is correct.

______________________________ Date

Signature of Principal

______________________________ Date

Signature of Chief School Financial Officer

______________________________ Date

Signature of Superintendent