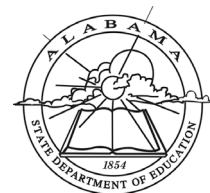




STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

October 14, 2020

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**RE:** Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Reimbursement

The Alabama State Department of Education (ALSDE) will reimburse school districts for money expended on test fees for eligible low-income public school students taking Advanced Placement (AP) and International Baccalaureate (IB) tests in School Year 2020-2021. The ALSDE will use the authorized definition of “low-income individual” as eligibility for free or reduced-price lunches under the *National School Lunch Act*. The 2020-2021 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 March 20, 2020. [The Income Eligibility Guidelines \(found here\)](#) in this 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 2020-2021.

In order to receive reimbursement from the ALSDE, **the school district’s AP/IB coordinator** will submit a signed copy of the *2021 AP/IB Request for Payment Form* (form is enclosed) 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 website [here](#). Please follow directions on the form for submitting reimbursement requests.

**The deadline for submission of these documents is July 31, 2021.**

If you have questions regarding these reimbursements, please contact Dr. Michal G. Robinson, AP/IB Program Manager, by email at [apib@alsde.edu](mailto:apib@alsde.edu) or by telephone at (334) 694-4768.

EGM/MGR/LM

Enclosures

cc: District AP/IB Coordinators  
Dr. Daniel Boyd  
Dr. Elisabeth Davis  
Mrs. Lynn Shows  
Mr. Sean J. Stevens  
Dr. Michal G. Robinson

FY21-2011

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Executive Officer

**State of Alabama**  
**Advanced Placement (AP) and International Baccalaureate (IB)**  
**Test Fee Reimbursement 2021**

The Alabama State Department of Education (ALSDE) will reimburse the schools in your school district for money expended on the 2021 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 district to receive the reimbursement, the ALSDE will verify the remittance amount paid for eligible low-income test fee for each high school through your submission of the *2021 AP/IB Request for Payment Form* found on the next page. (This form is downloadable on the ALSDE's website at: <https://www.alsde.edu/sec/isvcs/Pages/apib-all.aspx>). Reimbursement forms should be sent to the ALSDE by the **district AP/IB Coordinator** or a designee.

**Requests for AP reimbursement:**

1. Submit the *College Board AP Exam Invoice: State Copy* and the required *2021 AP/IB Request for Payment Form* (on the next page) for **each** eligible high school in the school system. This invoice may be found under AP Registration and Ordering on the AP website.
2. The number of eligible low-income tests on the Request for Payment Form must match the number on the AP Exam Invoice.

**Requests for IB reimbursement:**

1. Submit a copy (**required to receive reimbursement**) of the *IB Exam Invoice* and the *2021 AP/IB Request for Payment Form*. The **quantity** and **cost of tests** should be indicated on the invoice(s).
2. On the IB invoice, highlight each test taken by low-income students for verification. IB registration is **NOT** eligible for reimbursement.

Complete the form (on the next page) and obtain the signatures of the school principal, the LEA Chief School Financial Officer (CSFO), and the district superintendent (**in blue ink, please**, in order to indicate originals. **Both** the *2021 AP/IB Request for Payment Form(s)* and the *College Board AP Exam Invoice: State Copy and/or IB Exam Invoice(s)* are required for reimbursement checks to be processed. The deadline for submission of these two/three documents is **July 31, 2021**. **Please mail or email** the completed (original) *2021 AP/IB 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**

or

[apib@alsde.edu](mailto:apib@alsde.edu)

**Subject line: 2021 AP/IB Request for Payment Form**

Reimbursement checks will be remitted to the **central office** of the school district. If you have questions, please contact Dr. Michal G. Robinson by email at [apib@alsde.edu](mailto:apib@alsde.edu) or by telephone at (334) 694-4768.

**State of Alabama**  
**Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program**  
**2021 AP/IB Request for Payment Form**

Please enter the school district and high school below (separate form to be completed for each high school; exceptions may be made for districts administering exams). In the table, 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. The total cost for AP test fee reimbursement must match the cost on the *College Board AP Exam Invoice: State Copy* accompanying this form.

**City or County School District:** \_\_\_\_\_

**High School:** \_\_\_\_\_

<b>Number of Tests Taken by Eligible Low-Income AP and IB Students</b> (insert number of tests in the brackets below, e.g., [ 5] AP Exams (except AP Seminar/Research x \$ 53.00)	<b>Cost</b>
[    ] AP Exams (except AP Seminar/Research) x <b>\$ 53.00</b>	
[    ] AP Seminar and AP Research Exams x <b>\$ 101.00</b>	
[    ] IB Exams x <b>\$ 119.00</b> (ALSDE will not pay any part of the registration fee)	
<b>TOTAL REIMBURSEMENT DUE</b>	

**Name of District AP/IB Coordinator (or designee)** \_\_\_\_\_

**Email 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**



## Alabama State Department of Education 2020-2021 AP/IB Exam Fee Reimbursements

Alabama will reimburse Advanced Placement and International Baccalaureate low income exam fees as indicated below.

<b>AP Exam Cost (excluding Capstone exams)</b>	<b>\$95.00</b>
College Board Fee waiver	\$33.00
Administrative Fee*	\$ 9.00
ALSDE contribution per exam	\$53.00
<b>Parent/School contribution per exam**</b>	<b>\$ 0.00</b>

<b>AP Seminar/Research Exam Cost</b>	<b>\$143.00</b>
College Board Fee waiver	\$ 33.00
Administrative Fee*	\$ 9.00
ALSDE contribution per exam	\$101.00
<b>Parent/School contribution per exam**</b>	<b>\$ 0.00</b>

\*ALSDE/A+ asks that low-income students not be charged the \$9 local administrative fee.

\*\* Parent/school contribution assumes administrative fee is waived.

<b>IB Exam Cost</b>	<b>\$119.00</b>
ALSDE contribution per exam	\$119.00
<b>Parent/School contribution per exam**</b>	<b>\$ 0.00</b>

