



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 11, 2019

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: Advanced Placement (AP) and International Baccalaureate Test Fee Reduction 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 2019-2020. 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 2019-2020 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, 2019. This notice is available at the following link: <https://www.govinfo.gov/content/pkg/FR-2019-03-20/pdf/2019-05183.pdf>. The 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 2019-2020.

In order to receive reimbursement from the ALSDE, **the school district’s AP/IB coordinator** will submit a signed copy of the *2020 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 at: <https://www.alsde.edu/sec/isvcs/Pages/apib-all.aspx>. Please follow directions on the form for submitting reimbursement requests.

The deadline for submission of these documents is July 31, 2020.

If you have questions regarding these reimbursements, please contact Dr. Michal G. Robinson, AP/IB Program Manager, by email at 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

FY19-2142

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State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB)
Test Fee Reimbursement 2020

The Alabama State Department of Education (ALSDE) will reimburse the schools in your school district for money expended on the 2020 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 fees for each high school through your submission of the *2020 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 *2020 AP/IB Request for Payment Form* (on the next page) for **each** eligible high school in the school system.
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 *2020 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 *2020 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, 2020**. **Please mail or email** the completed (original) *2020 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
Subject line: 2020 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 or by telephone at (334) 694-4768.

State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program
2020 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: _____

Number of Tests Taken By Eligible Low-Income AP and IB Students	Cost
[] AP Exams (except AP Seminar/Research) x \$53.00	
[] AP Seminar and AP Research Exams x \$101.00	
[] IB Exams x \$119.00 (ALSDE will not pay any part of the registration fee)	
TOTAL REIMBURSEMENT DUE	

Name of District AP/IB Coordinator _____

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 2019-2020 AP Exam Fee Reduction

	Low Income Students		Non-Low Income Students	
	AP Exams (excluding AP Capstone exams)	AP Seminar/Research Exams (AP Capstone exams)	AP Exams (excluding AP Capstone exams)	AP Seminar/Research (AP Capstone exams)
Total Cost per AP Exam	\$94	\$142	\$94	\$142
1. College Board fee waiver per exam	\$32	\$32	\$0	\$0
2. Administrative fee that school waives (ALSDE/A+ asks that low-income students not be charged the \$9 local fee)*	\$9	\$9	\$0	\$0
3. ALSDE contribution per exam	\$53	\$101	\$0	\$0
4. Parent/School contribution per exam (Cost of AP Exam minus the sum of Rows 1-3)	\$0	\$0	\$94	\$142

*It is recommended that schools/school districts waive the \$9.00 administrative fee for ALL students.



Alabama State Department of Education 2019-2020 IB Exam Fee Reduction

	Low Income Students	Non-Low Income Students
	IB Exams (registration fee is ineligible)	All IB Exams
Total Cost per IB Exam	\$119	\$119
1. ALSDE Contribution per exam	\$119	\$0
2. Parent/School contribution per exam	\$0	\$119