



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

February 14, 2023

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: Advanced Placement (AP) and International Baccalaureate (IB) 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 2022-2023. 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 2022-2023 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 February 17, 2022. This notice is available at the following link: [Income Eligibility Guidelines](#). The Income Eligibility Guidelines in the 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 2022-2023.

In order to receive reimbursement from the ALSDE, the school district’s AP/IB coordinator or designee will submit a signed copy of the 2023 *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*. Complete instructions may be found on the 2023 AP/IB Request for Payment Form.

Please follow directions on the form for submitting reimbursement requests. The deadline for submission of these documents is **August 1, 2023**. 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.

EJM/MGR/PK

Enclosures

cc: District AP/IB Coordinators
 Mrs. Angela Martin
 Dr. Melissa Shields
 Mrs. Lynn Shows
 Mr. Sean J. Stevens
 Dr. Michal G. Robinson

FY23-2022

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State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB)
Test Fee Reimbursement 2023

The Alabama State Department of Education (ALSDE) will reimburse the schools in your school district for money expended on the 2022 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**. 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 *2023 AP/IB Request for Payment Form* found on the next page. 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 *2023 AP/IB Request for Payment Form* (on the next page) for EACH eligible high school (please contact ALSDE regarding exceptions) in the school system. This invoice may be found in 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 *2023 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 *2023 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 **August 1, 2023**. **Please mail or email** the completed *2023 AP/IB Request for Payment Form(s)* and the invoice(s) with **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: 2023 AP/IB Request for Payment Form

Reimbursements will be remitted to the **central office** of the school district. If you have questions, please contact Dr. Michal G. Robinson by e-mail at apib@alsde.edu or by telephone at (334) 694-4768.

State of Alabama
Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program
2023 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 and/or the highlighted students on the IB Exam invoice.

City or County School District: _____

High School: _____

Number of Tests Taken By Eligible Low-Income AP and IB Students (insert number of tests in the brackets below, e.g., [5] AP Exams (except AP Seminar/Research x \$ 53.00)	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 (or designee) _____

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**



Alabama State Department of Education 2022-2023 AP/IB Exam Fee Reimbursements

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

AP Exam Cost (excluding Capstone exams)	\$97.00
College Board Fee waiver	\$35.00
Administrative Fee*	\$ 9.00
ALSDE contribution per exam	\$53.00
Parent/School contribution per exam**	\$ 0.00

AP Seminar/Research Exam Cost	\$145.00
College Board Fee waiver	\$ 35.00
Administrative Fee*	\$ 9.00
ALSDE contribution per exam	\$101.00
Parent/School contribution per exam**	\$ 0.00

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

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

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

