



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



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

November 20, 2023

**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 2023-2024. 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 2023-2024 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 9, 2023. 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 2023-2024.

In order to receive the reimbursement, the school district’s AP/IB coordinator or designee must enter the reimbursement request and upload a copy of the **College Board AP Exam Invoice: State Copy** and/or the **IB Exam Invoice** information into the [APIB PowerForm link here](#) via DocuSign to the ALSDE. Please see the included instructions for uploading.

The deadline for submission of these documents via the PowerForm link is **August 1, 2024**. If you have questions regarding these reimbursements or need assistance with DocuSign, 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

Enclosure

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

FY24-2008

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**State of Alabama**  
**Advanced Placement (AP) and International Baccalaureate (IB)**  
**Test Fee Reimbursement 2024**  
**Instructions for Uploading in PowerForm**

The Alabama State Department of Education (ALSDE) will reimburse the schools in your school district for money expended on the 2023-2024 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 to receive the reimbursement, the school district's AP/IB coordinator or designee must upload the reimbursement request and a copy of the **College Board AP Exam Invoice: State Copy** and/or the **IB Exam Invoice** into the [APIB PowerForm link here](#) via DocuSign to the ALSDE. The AP Exam Invoice: State Copy is located on CollegeBoard's website under AP Registration and Ordering. For IB Exam verification, highlight on the invoice each test taken by low-income students. The IB registration is **not** eligible for reimbursement.

Before initiating this PowerForm, a best practice is to create a free DocuSign account (<https://www.docusign.com>). Doing this will allow you (the originator) to track the envelope as it progresses through each assigned recipient. The account creation **must** occur prior to starting the PowerForm for the APIB Test Fee Reimbursement 2024.

First, enter the name and email address of each person who will be assigned to one of the signing roles. Signatures of the AP Coordinator, the school principal, the local education agency chief school financial officer (CSFO), and the district superintendent are required. Then, click on the "Begin Signing" button. A window will appear with a message prompting you to enter the validation/access code. Please note that if you fail the authentication twice, the envelope will lock, and you will need to contact Dr. Michal G. Robinson ([apib@alsde.edu](mailto:apib@alsde.edu)) to unlock the envelope. **If you copy and paste the code, ensure that no extra spaces are copied and pasted into the textbox.**

After the validation/access code has been verified, you will be prompted to continue to enter the information required to complete the form. Remember to upload the **College Board AP Exam Invoice: State Copy** and/or the **IB Exam Invoice** information when prompted.

Once all the required fields have been completed, you will be prompted to click the "Finish" button. Upon clicking the "Finish" button, the envelope will automatically be sent to the next signer until all signatures have been collected. Please note that during the electronic signing process, all signers will receive an email inviting them to sign the document.

To track an envelope, you **must** have created a free DocuSign account ***PRIOR*** to the submission of the envelope. To check the status of an envelope, you will log in to your DocuSign account. Access the "Manage" tab to track the envelope. It will show you the status of the envelope, such as whose signature has been collected and whose signature you may be waiting to obtain.

The deadline for completion is **August 1, 2024**. Reimbursements will be remitted to the **central office** of the school district. Please contact Dr. Michal G. Robinson, AP/IB Program Manager, by telephone at 334-694-4768 or by email at [apib@alsde.edu](mailto:apib@alsde.edu) with subject line: 2024 AP/IB Request for Payment for assistance.