



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

May 7, 2025

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 Reduction Reimbursement

For May 2025 Advanced Placement Exams, the Alabama State Department of Education (ALSDE) has entered into a direct-billing arrangement with the College Board. The ALSDE will pay College Board directly for all low-income public-school students' AP exams in full; and AP Computer Science Principles (CSP), AP Precalculus, and AP Seminar exams in full for public school non-low-income students. Schools will be billed for all other exams taken by students.

The ALSDE will **reimburse** school districts for money expended on test fees for eligible low-income public school students taking the International Baccalaureate (IB) exams in the school year 2024-2025. 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 2024-2025 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 20, 2024. This notice is available at the following link: [Income Eligibility Guidelines \(2024-2025\)](#). The Income Eligibility Guidelines in the publication will be used to determine a public-school student's low-income status and eligibility for IB exam fee assistance during the school year 2024-2025.

In order to receive reimbursement from the ALSDE, the school district's IB coordinator or designee will submit a reimbursement request using the [IB PowerForm link here](#) via DocuSign to the ALSDE, along with a copy of the IB Exam Invoice with low-income exams highlighted.

Please follow the enclosed directions for submitting reimbursement requests. The deadline for submission of these documents is **August 1, 2025**. If you have questions regarding these reimbursements or need assistance with DocuSign and/or the PowerForm, 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

Enclosures

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

FY25-2034

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State of Alabama
International Baccalaureate (IB)
2025 Test Fee Reimbursement Instructions

The Alabama State Department of Education (ALSDE) will reimburse the schools in your school district for money expended on the 2024-2025 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.**

Please use the [IB PowerForm](#) to submit your request for reimbursement. Before initiating this PowerForm, a best practice is to create a free DocuSign account (<https://www.docusign.com>) if you don't have one. 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.

First, enter the name and email address of each person who will be assigned to one of the signing roles. Signatures of the school principal, chief school financial officer, and the district superintendent are required. Then, click on the "Begin Signing" button. An email notification will be sent from DocuSign (dse_NA4@docusign.net) to access the document. Click the "Start" within the email notification. The document will be generated.

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 into 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.

Both the 2025 IB Request for Payment Form(s) and the IB Exam Invoice with low-income exams highlighted are required for reimbursement checks to be processed. **You will be prompted to upload the 'invoice with low-income exams highlighted.'** **No reimbursements will be given if the invoice is missing.** The deadline for submission is **August 1, 2025.**

Reimbursements 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.

Please note that AP-eligible exams will be directly billed to the ALSDE.