

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 30, 2017

To: Senior High School Principals and Vice Principals; Area Superintendents

Subject: Advanced Placement (AP) and International Baccalaureate (IB) Exam Administration and Payment of Fees

Department and/or Persons Concerned: Senior High School Principals and Vice Principals; Advanced Placement (AP) Coordinators; International Baccalaureate (IB) Coordinators, Finance Clerks

Attachments: 2016-17 Student Eligibility Verification; 2016-17 Statement of Income Eligibility

Brief Explanation:

This circular provides information regarding Advanced Placement (AP) and International Baccalaureate (IB) exam administration, fees, and payment.

A. General Overview

High school students enrolled in Advanced Placement (AP) courses have the option to take end-of-course AP exams. Students who are not enrolled in AP courses may also elect to take the exams. Students who choose to take AP exams are responsible to pay the AP exam fee.

High school students enrolled in International Baccalaureate (IB) courses have the option to take end-of-course IB exams. Students who choose to take IB exams are responsible to pay the IB exam fee and IB registration fee.

All students who qualify for the free and reduced lunch program are considered income-eligible and pay the reduced price of \$5.00 per AP and IB exam. The district will subsidize all IB registration fees for students who qualify for free and reduced lunch.

B. Cost of Exams for Students

AP/IB exam fees should be collected from students and may not exceed the following amounts:

- \$93.00 per regular AP
- \$5.00 per regular AP exam for income-eligible students (free/reduced lunch students)
- \$141.00 per AP Capstone exam
- \$5.00 per AP Capstone exam for income-eligible students (free/reduced lunch students)
- \$116.00 per regular IB exam
- \$5.00 per IB exam for income-eligible students (free/reduced lunch students)
- \$168.00 for IB exam registration
- No cost for IB exam registration for income-eligible students (free/reduced lunch students)

¹ Sites offering IB courses must also offer AP courses in order to assure that all students have equitable access to earn weighted credit without paying for or taking an AP exam.

C. Site Responsibilities

- 1) Schools must notify, register, and order AP/IB exams for students by the deadlines set by the College Board and the International Baccalaureate Organization.
AP - http://apcentral.collegeboard.com/apc/public/ap_coordinators/annual_dates_deadlines/index.html
- 2) Schools must collect fees from students, select and train proctors, administer and return exams, complete invoices, and ensure payment as directed by the deadlines.
AP - http://apcentral.collegeboard.com/apc/public/ap_coordinators/index.html

Schools may use services to assist with AP/IB registration; however, such costs may **NOT** be passed on to students.

D. Procedure for Receipt of District Assistance towards AP Exam Costs for Income- eligible Students

- 1) Collect AP exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the Blue Bear system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
- 2) Deposit amount collected from students into your site ASB Trust Fund (AP Fees).
- 3) Cut a check *for the amount collected from students* from your ASB Trust Fund (AP Fees); deposit the check into your site budget string XXXX-00028-00-4305-1000-1110- 01000-0000.
- 4) *Submit and approve a requisition for the full amount of all exams* at your site by **Friday, April 21, 2017**. Use the following budget string on your requisition XXXX-00028-00-4305-1000-1110-01000-0000.
- 5) Process the online invoice on the College Board website after the administration of the AP exams. <https://apordering.collegeboard.org>
- 6) Submit the invoice to your Accounts Payable Specialist (Ed Center Room 3141) along with your P.O. number by **Wednesday, May 24, 2017**. Payments should not be made from the ASB accounts directly to the AP exam provider.
 - This may present a challenge as the ePro requisition deadline is mid-April and the AP invoices are not generated until after the exams are held.
 - Our suggestion is that the Financial Clerk creates a requisition based on an estimate of exam fees in April. Once they have the invoice in May, the requisition should be updated to reflect the actual charges.
- 7) Submit any balance in the ASB Trust Fund (AP Fees) to the District before **Wednesday, June 14, 2017**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account XXXX-00028-00-4305-1000-1110-01000-0000 and adding the additional funds to cover the difference in the cost of exams for income-eligible students.

All invoices for AP exams must be paid in full by **Wednesday, June 14, 2017**, or a \$225.00 late payment fee will be assessed. The school site must pay for any late assessment. To prevent incurring a late fee, your site should notify Strategic Sourcing and Contracts that the requisition has been updated so that a PO is created. After the PO is created, submit the invoice to Accounts Payable with the principal's signature approving payment and the PO number.

E. Procedure for Receipt of District Assistance towards IB Exam Costs for Income-eligible Students

- 1) Collect IB exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the Blue Bear system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
- 2) Deposit amount collected from students into your site ASB Trust Fund (IB Fees).
- 3) Cut a check for the amount collected from students from your ASB Trust Fund (IB Fees); deposit the check into your site budget string XXXX-00038-00-4305-1000-1110-01000- 0000.
- 4) Submit and approve a requisition for the full amount of all exams at your site by **Friday, April 21, 2017**. Use the following budget string on your requisition XXXX-00038-00-4305- 1000-1110-01000-0000.
- 5) Process the online invoice for exams after the exam administration.
- 6) Submit the invoice to your Accounts Payable Specialist (Ed Center Room 3141) along with your P.O. number by **Wednesday, May 24, 2017**. Payments should not be made from the ASB accounts directly to the IB exam provider.
- 7) Submit any balance in the ASB Trust Fund (IB Fees) to the District before **Wednesday, June 14, 2017**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account XXXX-00038-00-4305-1000-1110-01000-0000 and adding the additional funds to cover the difference in the cost of exams for income-eligible students.

All invoices for IB exams must be paid in full by **June 14, 2017**, or a \$225.00 late payment fee will be assessed. The school site must pay for any late assessment. To prevent incurring a late fee, your site should notify Strategic Sourcing and Contracts that the requisition has been updated so that a PO is created. After the PO is created, submit the invoice to Accounts Payable with the principal's signature approving payment and the PO number.

F. Deadline Dates

- **Friday, March 24, 2017** – Priority deadline for schools to order AP Exams from College Board. Submit orders by this date to ensure timely processing and delivery.
- **Wednesday, March 29, 2017** – Deadline for ordering pre-administration materials from College Board for delivery by April 10.
- **Friday, April 7, 2017** – Extension deadline for ordering regularly scheduled exams from College Board. Each order received after this date incurs a \$55 fee, which the school site will be responsible for.
- **Friday, April 14, 2017** – Final deadline for schools to order AP Exams from College Board. No orders will be accepted after this date. Orders placed by April 14 will be delivered by April 24.
- **Friday, April 21, 2017** – Last day to submit and approve requisition for total cost of exams.
- **Wednesday, May 24, 2017** – Exam invoice and P.O. number due to Accounts Payable
- **Wednesday, June 14, 2017** – Final postmark deadline for mailing of payment for AP/IB exams

H. Attachments

- Attachment 1: 2016-17 AP/IB Student Eligibility Verification. Income eligible students must complete this form. The school must retain completed forms for five years.
- Attachment 2: 2016-17 AP/IB Student Eligibility Verification—Spanish version.
- Attachment 3: 2016-17 AP/IB Statement of Income Eligibility. Income eligible students must complete this form. The school must retain completed forms for five years.

- Attachment 4: 2016-17 AP/IB Statement of Income Eligibility—Spanish version.
- Attachment 5: 2016-17 AP/IB Federal Income Eligibility Guidelines
- Attachment 6: 2016-17 AP/IB Federal Income Eligibility Guidelines—Spanish version.

For additional information, contact Reuben Harris at (619) 725-7308 or rharris@sandi.net.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

Attachments (6)

2016–17 Student Eligibility Verification Advanced Placement/International Baccalaureate

Advanced Placement (AP) and/or International Baccalaureate (IB) Exams

AP Exam IB Exam AP and IB Exams

I. Student Information

Last Name	First Name	MI	Grade	Date
High School of Attendance				

II. The student qualifies for the AP/IB Test Fee Program

Household income does not exceed 185 percent of the federal poverty income guidelines. Annual gross or total income level is used to determine eligibility (if you are using a U.S. Individual Income Tax Return Form 1040, refer to line 22; line 15 on the 1040A; and line 6 on the 1040EZ). This category **includes students who are eligible to participate in the Federal Free and Reduced Price Meal Program.**

III. Verification of Need – Family or Student (18 years or older, not a dependent)

I certify need for financial assistance to pay for the AP/IB exam fees and that our household income during the preceding year did not exceed 185 percent of the federal poverty income guidelines.

Signature of Parent/Guardian or Student	Date

For School Use Only – Review income documentation and identify source.

- Government agency – Department of Social Services, Social Security Administration, etc.
- Most recently filed federal income tax return
- Pay receipts
- Parent/student statement
- Free/Reduced Price Meal Verification
- Other – specify:

Signature of Designated School Personnel	Date

*** This form is to be retained by the school site for five years.**

2015–16 Verificación de Elegibilidad del Estudiante Advanced Placement/International Baccalaureate Test Fee Program

Prueba de AP

Prueba de IB

Pruebas de AP e IB

I. Información del estudiante

Apellido	Primer nombre	Inicial del segundo nombre	Grado	Fecha
Preparatoria a la que asiste				

II. El estudiante califica para el Programa de Reembolso de las Cuotas de la Prueba AP/IB

Los ingresos del grupo familiar no superan el 185% de las pautas federales de ingresos de pobreza. El nivel de ingresos totales o los ingresos brutos anuales se utilizan para determinar la elegibilidad (si usa el Formulario 1040 de Declaración de Impuestos sobre los Ingresos Individuales de los Estados Unidos, consulte la línea 22, la línea 15 del 1040A y la línea 6 del 1040EZ). Esta categoría **incluye a los estudiantes que son elegibles para participar en el Programa Federal para Recibir Comidas Gratuitas o a Precio Reducido.**

III. Verificación de necesidad: Familia o estudiante (de 18 años o más, no dependiente)

Declaro que tengo la necesidad de recibir asistencia financiera para pagar las cuotas de las pruebas de AP/IB y que los ingresos de nuestro grupo familiar durante el año pasado no excedieron el 185% de las pautas federales de ingresos de pobreza.

Firma del padre/madre/tutor o estudiante

Date

For School Use Only – Review income documentation and identify source.

- Government agency – Department of Social Services, Social Security Administration, etc
- Most recently filed federal income tax return
- Pay receipts
- Parent/student statement
- Free/Reduced Price Meal Verification
- Other – specify:

Signature of Designated School Personnel

Date

*** This form is to be retained by the school site for five years.**

2016–17 Statement of Income Eligibility
Advanced Placement/International Baccalaureate Test Fee Program

I, _____, parent/guardian, of
_____ (student's name), have received a copy of the **Federal
2016–2017 Annual Low-Income Levels***. I certify that my family household income is
within the income guidelines for a family of _____ (write number of family
members).

Parent/Guardian Signature

Date

* Household income does not exceed 185 percent of the federal poverty income guidelines.

**2016–17 Declaración de Elegibilidad de Ingresos
Advanced Placement /International Baccalaureate Test Fee Program**

Yo, _____, padre/tutor legal, de
_____ (nombre del estudiante), he recibido copia de los
Ingresos del Nivel Federal para Elegibilidad para el año escolar 2016–17*. Yo
declaro que los ingresos de mi hogar están dentro de los directivos de una familia de
_____ (apunte cuantos de familia).

Firma de Padre/Tutor Legal

Fecha

* Los ingresos del hogar no excede el 185 por ciento de los directivos federales de pobreza.

Federal 2016–17 Income Eligibility Guidelines Advanced Placement/International Baccalaureate Test Fee Program

Effective July 1, 2015 through June 30, 2016

Size of Family Unit	185 Percent Income Level				
			Twice Per	Every Two	
	ANNUAL	MONTHLY	MONTH	WEEKS	WEEKLY
1	\$21,978	\$1,832	\$916	\$846	\$423
2	\$29,637	\$2,470	\$1,235	\$1,140	\$570
3	\$37,296	\$3,108	\$1,554	\$1,435	\$718
4	\$44,955	\$3,747	\$1,874	\$1,730	\$865
5	\$52,614	\$4,385	\$2,193	\$2,024	\$1,012
6	\$60,273	\$5,023	\$2,512	\$2,319	\$1,160
7	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
For each additional family member	\$7,696	\$642	\$321	\$296	\$148

The figures shown under family income represent amounts equal to 185 percent of the family income levels established by the Department of Agriculture, Food and Nutrition Service, Child Nutrition Programs – Income Eligibility Guidelines, in the Federal Register, Vol. 81, No. 56, March 23, 2016, p.15501-15504.

**2016–17 Ingresos del Nivel Federal para Elegibilidad
Advanced Placement/International Baccalaureate Test Fee Program**

De 1 julio, 2015 a 30 junio, 2016

Tamaño de la Unidad Familiar	185 Por Ciento Nivel de Ingresos				
			Dos Veces por	Cada Dos	
	ANUAL	MENSUAL	MES	SEMANAS	SEMANAL
1	\$21,978	\$1,832	\$916	\$846	\$423
2	\$29,637	\$2,470	\$1,235	\$1,140	\$570
3	\$37,296	\$3,108	\$1,554	\$1,435	\$718
4	\$44,955	\$3,747	\$1,874	\$1,730	\$865
5	\$52,614	\$4,385	\$2,193	\$2,024	\$1,012
6	\$60,273	\$5,023	\$2,512	\$2,319	\$1,160
7	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
	\$7,696	\$642	\$321	\$296	\$148

Las cifras de los ingresos de la familia presentadas son equivalentes a 185 por ciento del ingreso familiar establecido por el Departamento de Agricultura, Servicio de Alimentos y Nutrición, los Programas de Nutrición, los Programas de Nutrición Infantil- Ingresos del Nivel Federal para Elegibilidad, en el Registro Federal, Vol. 81, No. 56, 23 marzo, 2016, p. 15501-15504.