



2010 Advanced Placement Test Fee Reimbursement Program Application

State of Louisiana Department of Education

Division of Technology – Louisiana Virtual School

Contact: Rima Duhon Email: rima.duhon@la.gov

Phone: 225.219.0440

With funding from the USDOE Advanced Placement® (AP®) Test Fee Program, the Louisiana Department of Education (LDE) will **reimburse \$56** for each Advanced Placement® Exam taken by students enrolled in both public and BESE-approved nonpublic* schools who meet the definition of low-income, who were enrolled in a rigorous course preparing them for the AP® exam taken during the May 2010 testing, and are between the ages of 5 and 19 on exam day. Funds are limited and will be available until they are completely allocated. Applications must be completed, saved, and then printed to obtain original signatures in blue ink from the school Principal, the District Chief Financial Officer or Business Manager, and the District Superintendent. Mail original application, with original signatures, to:

**Louisiana Department of Education
Louisiana Virtual School AP® Program G-219B
P. O. Box 94064
Baton Rouge, LA 70804-9064**

Original applications **must be** received on/before 4:00 pm **December 15, 2010**.

**Nonpublic schools must send written permission to The College Board for the release of student AP® test data to the Louisiana Department of Education, in order to qualify for reimbursement.*

| School Data | |
|---|--|
| Parish (if nonpublic, parish located) | |
| School Name | |
| Physical Address (cannot be a PO Box) | |
| City, State, Zip Code | |
| Mailing Address (if different from physical address) | |
| City, State, Zip Code | |
| School Phone Number | |
| School Fax Number | |
| Contact Information | |
| Name of Principal | |
| Principal's E-mail address | |
| Person Completing Application: | Name |
| | Position |
| | E-mail |
| Name of School AP® Coordinator | |
| AP® Coordinator Phone Number | |
| AP® Coordinator E-mail address | |
| District Chief Financial Officer or Business Manager: | Name: |
| | Mailing Address & City, State, Zip Code: |
| | Office Phone: |
| | Email address: |

“An Equal Opportunity Employer”

This amount will be reimbursed on behalf of eligible low income students who were enrolled in the AP[®] course for the exam taken or in a rigorous course preparing them for the AP[®] Exam taken, took an AP[®] exam during the May 2010 AP[®] College Board testing period and the school's AP[®] Coordinator indicated on the student AP[®] Exam Answer Sheet that he/she qualified for The College Board Fee Reduction. The College Board projects that the fee for each AP[®] exam taken in May 2010 will be \$86. Whereas low-income students should receive a fee reduction of \$22 per exam from the College Board and the school will be **required** to waive the \$8 rebate, the Louisiana Department of Education will reimburse the difference of \$56 per exam (\$86-\$30=\$56).

| 2010 AP[®] Test Fee Reimbursement Funding Request | |
|--|----------------|
| Item Description | Amount |
| Total number of students that took an AP [®] Exam for whom you are requesting reimbursement | |
| Total number of low-income AP [®] Exams taken | |
| AP[®] Exam Fee (per exam) | \$56.00 |
| TOTAL REIMBURSEMENT REQUEST | |

NOTE: Grant funds processed on a reimbursement basis are limited and will be available until they are completely allocated. The school's College Board self-generated invoice, indicating the total number of fee reduced exams, must be attached to the application and will be accepted as an **estimate** of the reimbursement total. Districts will be reimbursed based on a reconciliation process using The College Board 2010 School Level AP[®] Data, which will identify each school's total number of low-income AP[®] Exams taken.

Federal funds **MUST** flow through the District. In order to expedite the reimbursement process, if an award is allocated the District Financial Office will receive a Grant Award Notice, a Louisiana Certificate for Advanced Placement Test Fee Reimbursement and the Federal Assurances forms. This new reimbursement process eliminates the need for Districts to submit the forms required in the past. Contact Rima Duhon, Louisiana Virtual School AP[®] Program Coordinator, (225) 219-0440, rima.duhon@la.gov, if you have any questions.

ASSURANCES

The school district/school assures that:

- Any funds received under this program will only be used to pay Advanced Placement[®] (AP[®]) test fees for "low-income" students. The term "low-income individual" means an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 19, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of this Act, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under Part A of Title IV of the Social Security Act, or data on children eligible to receive medical assistance under the Medicaid Program under Title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.
- The school district/school will document the eligibility of each individual on whose behalf the State pays part or all of an AP[®] test fee, in accordance with Section 402A(e) of the Higher Education Act of 1965.

- Funds provided under this program will be used to supplement, and not supplant, other non-Federal funds available to assist low-income individuals in paying for AP[®] testing.
- All Superintendents and Principals requesting reimbursement for AP[®] exam fees on behalf of their students will encourage teachers and guidance counselors to promote this program with their low-income minority students. Teachers and guidance counselors should make contact with all low-income minority students in their schools who are currently enrolled in one or more AP[®] classes, explain the AP[®] Test Fee Program to them, and encourage them to take the exams in the spring.
- The school/school district is in compliance with all state and federal regulations, assurances, and certifications that govern U.S. Department of Education grant programs.
- Following the exam reimbursement payment, the school AP[®] Coordinator may be asked to complete an online survey and submit the following information regarding the AP[®] Exam reimbursement request:
 - The number of AP[®] tests taken by students in the school/district who have taken an AP[®] course in that subject;
 - Demographic information regarding individuals in the school/district taking AP[®] courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

GENERAL EDUCATION PROVISIONS ACT (GEPA)

Schools must ensure the provisions of **Section 427 of the General Education Provisions Act (GEPA)** are addressed in their respective schools/districts. Based on local circumstances, each school/district must determine whether the six main “highlighted” barriers (gender, race, national origin, color, disability, or age) identified in GEPA may prevent their students, teachers, etc., from such access or participation in the Advanced Placement Test Fee Program.

Please identify in the space below the steps taken in your school and/or district to overcome the barriers identified in GEPA:

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| Print Name of Authorized Representative School District/School (Superintendent or Director) | |
| Title of Authorized Representative | |
| Signature: _____ | Date Signed: _____ |

| | |
|---|------------------------------|
| Print Name of District or School System Fiscal Officer or Budget Manager | |
| Title ----- | |
| Signature: _____ | Date Signed: _____ |

| | |
|---|------------------------------|
| Print Name and Title of Authorized School Representative (Principal or Director) | |
| Title of Authorized School Representative | |
| Signature: _____ | Date Signed: _____ |

NOTE: Faxed applications will not be accepted by the Division of Technology Louisiana Virtual School AP[®] Program Coordinator. The original application must be received on/before 4:00PM on December 15, 2010.