



LOUISIANA DEPARTMENT OF EDUCATION

2012 Advanced Placement Test Fee Reimbursement Program Application

With funding from the USDOE Advanced Placement® (AP®) Test Fee Program, the Louisiana Department of Education (LDOE) will **reimburse \$57** for each AP® Exam taken by students enrolled in both public and BESE-approved nonpublic* schools who meet the definition of low-income. The fee reimbursements are for students who were enrolled in a rigorous course preparing them for the AP® exam taken during the May 2012 testing cycle, and were between the ages of 5 and 19 on exam day. Funds are limited and will be available until they are completely allocated.

To determine the amount for each school/district, please submit the following:

1. The school's College Board self-generated invoice, indicating the total number of fee reduced exams (this will be accepted as an **estimate** of the reimbursement total)
2. The School and District Data Sheet (page 2)
3. May 2012 AP® Test Fee Reimbursement Request (page 3)
4. General Education Provisions Act (page 3)
5. Signature Page (page 4)

Please submit the above five items, via e-mail, to Dr. Ernise S. Singleton (Ernise.singleton@la.gov) by November 16, 2012 (items 2-5 should be typed with the exception of the signatures).

Districts will be reimbursed based on a reconciliation process using The College Board 2012 School Level AP® Data, which will identify each school's total number of low-income AP® Exams taken.

Grant funds are processed on a reimbursement basis. They **MUST** flow through the District. In order to expedite this process, if an award is allocated, the District Financial Office will receive:

- a Grant Award Notice
- a certificate indicating the total amount to be reimbursed (per school), and
- the Federal Assurances forms.

Assurances

- Any funds received under this program will only be used to pay 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 5-19, 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 the 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 will document the eligibility of each individual on whose behalf the State pays part of 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 paying for AP® testing.
- All Superintendents and Principals requesting reimbursement for AP® exam fees on behalf of their students will encourage teachers and school counselors to promote this exam with their low-income minority students. Teachers and school counselors should make contact with 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/district is in compliance with all state and federal regulations, assurances, and certifications that govern the 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® fee 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, gender, English

**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.*

Louisiana Believes.

School Data and Contact Information Sheet

School Data	
District (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	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Person Completing Application:</div> <div style="width: 30%;">Name</div> <div style="width: 30%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Position</div> <div style="width: 30%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">E-mail</div> <div style="width: 30%;"></div> </div>	
Name of School AP [®] Coordinator	
AP [®] Coordinator Phone Number	
AP [®] Coordinator E-mail address	
District Financial Information	
District Financial Officer or Budget Manger	
Mailing Address	
City, State, Zip	
Office phone	
Office fax	
Email address	

May 2012 AP® Test Fee Reimbursement Request

School Name	
Number of AP® exams taken by low income students	
AP® Exam Fee	
Total Reimbursement Request	

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 AP® 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.

Signature Page

Please sign with blue ink and scan to be submitted electronically.

Name of Authorized School Representative (Principal or Director)	
Title of Authorized School Representative	
Date	Signature

Name of District or School System Chief Financial Officer or Budget Manger	
Title	
Date	Signature

District Fiscal Office must identify or designate an AP® grant manager to coordinate the collection of funds from LDOE	Name of AP Grant Manager
Email address	
Phone number	
Date	Signature

Authorized Representative of School District/School (Superintendent or Director)	
Title	
Date	Signature