

SITE OPERATIONS CIRCULAR NO. 2009
Office of Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 31, 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: 2017-18 Student Eligibility Verification; 2017-18 Student Eligibility Verification (Spanish Version); 2017-18 Statement of Income Eligibility; 2017-18 Statement of Income Eligibility (Spanish Version); 2017-18 Federal Income Eligibility Guidelines; 2017-18 Federal Income Eligibility Guidelines (Spanish Version); 2017-18 San Diego Unified AP/IB School Inventory Worksheet; 2017-18 San Diego Unified AP Cashier Deposit Form; 2017-18 San Diego Unified IB Cashier Deposit Form

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:

- \$94.00 per regular AP
- \$5.00 per regular AP exam for income-eligible students (free/reduced lunch students)
- \$142.00 per AP Capstone exam
- \$5.00 per AP Capstone exam for income-eligible students (free/reduced lunch students)
- \$119.00 per regular IB exam
- \$5.00 per IB exam for income-eligible students (free/reduced lunch students)
- \$172.00 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
IB - <http://www.ibo.org/programmes/diploma-programme/assessment-and-exams/exam-schedule/>
- 2) Schools must collect fees from students, select and train proctors, properly administer and return exams according to the organizations administration coordinators manual, complete invoices, and ensure payment as directed by the deadlines.
AP - http://apcentral.collegeboard.com/apc/public/ap_coordinators/index.html
IB - <http://www.ibo.org/become-an-ib-school/fees-and-services/assessment-fees-and-services/>
- 3) Schools may use services to assist with AP/IB registration; however, such costs may **NOT** be passed on to students.
- 4) School sites will submit the 2017-18 San Diego Unified AP/IB School Inventory Worksheet to Reuben Harris by **Friday, May 25, 2018**.

D. Procedure for Receipt of District Assistance towards Advanced Placement (AP) Exam Costs for Income-eligible Students (Accounts Payable Specialist - Celeste Gutierrez)

- 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) *Submit and approve a requisition for the full amount of all exams* at your site by **Friday, April 20, 2018**. Creation of the requisition should be created as a lot order for the estimated amount for all AP exams. Use the following budget string on your requisition XXXX-00028-00-4305-1000-1110-01000-0000.
- 4) Process the online invoice on the College Board website after the administration of the AP exams, <https://apordering.collegeboard.org>. Print a copy of the AP exam invoice.
- 5) Send an email with an attached electronic copy of the AP Exam invoice to Distribution Services, suptrec@sandi.net. The subject of the email should read "College Board AP Exams" and the body should read "Services have been rendered. OK to pay." Please Cc Celeste Gutierrez and Reuben Harris on this email.

- 6) Submit the original AP invoice to your Accounts Payable Specialist (Celeste Gutierrez, Ed Center Room 3141) along with your requisition/P.O. number by **Friday, May 25, 2018. 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) To deposit the amount collected from students from your ASB Trust Fund (AP Fees) into your site budget string, cut a check and complete the 2017-18 San Diego Unified AP Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).
- 8) Submit any remaining balance in the ASB Trust Fund (AP Fees) to the District before **Friday, June 1, 2018.**

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 **Friday, June 8, 2018**, 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 International Baccalaureate (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) Submit and approve a requisition for the estimated amount of all exams at your site by **Friday, April 20, 2018.** Creation of the requisition should be created as a lot order for the estimated amount for all IB exams. Use the following budget string on your requisition XXXX-00038-00-4305- 1000-1110-01000-0000.
- 4) Process the online invoice for exams after the exam administration.
- 5) Send an email with an attached electronic copy of the IB Exam invoice to Distribution Services, supctrec@sandi.net. The subject of the email should read "International Baccalaureate Exams" and the body should read "Services have been rendered. OK to pay." Please Cc Amy Fulford and Reuben Harris on this email.
- 6) Submit the invoice to your Accounts Payable Specialist (Amy Fulford, Ed Center Room 3141) along with your P.O. number by **Friday, May 25, 2018. Payments should not be made from the ASB accounts directly to the IB exam provider.**
- 7) To deposit the amount collected from students from your ASB Trust Fund (IB Fees) into your site budget string, cut a check and complete the 2017-18 San Diego Unified IB Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).
- 8) Submit any remaining balance in the ASB Trust Fund (IB Fees) to the District before **Friday, June 1, 2018.**

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 **Friday, June 8, 2018**, 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, February 23, 2018** – Deadline for SSD coordinators to submit requests for testing accommodations for students with disabilities.
- **Thursday, March 1, 2018** – AP Coordinators can begin to place orders for AP Exam preadministration materials. Orders placed by Wednesday, March 14 will be delivered by Friday, April 6. Orders placed between Thursday, March 15 and Wednesday, April 4 will be delivered by Monday, April 16.
- **Friday, March 30, 2018** – 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, 2018** – Deadline for ordering pre-administration materials from College Board for delivery by.
- **Friday, April 6, 2018** – 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 13, 2018** – Final deadline for schools to order AP Exams from College Board. No orders will be accepted after this date. Orders placed by April 13 will be delivered by Friday, April 27.
- **Friday, April 20, 2018** – Last day to submit and approve requisition for total cost of exams.
- **Monday, May 7** – May 2018 Advanced Placement Exam Administration Begins.
- **Friday, May 18** – May 2018 Advanced Placement Exams Administration Ends.
- **Friday, May 25, 2018** – Deadline to submit AP Exam invoice and P.O. number due to Accounts Payable. Deadline to submit the 2017-18 San Diego Unified AP/IB School Inventory Worksheet, AP Exam Invoice and/or IB Test Fee Summary to Reuben Harris.
- **Friday, June 1, 2018** – Deadline to submit any remaining balance in ASB Trust Fund (AP/IB Exam student funds collected) into the site budget string.
- **Friday, June 8, 2018** – Final district postmark deadline for mailing of payment for AP/IB exams.

H. Attachments

- Attachment 1: 2017-18 AP/IB Student Eligibility Verification. Income eligible students must complete this form. The school must retain completed forms for five years.
- Attachment 2: 2017-18 AP/IB Student Eligibility Verification—Spanish version.
- Attachment 3: 2017-18 AP/IB Statement of Income Eligibility. Income eligible students must complete this form. The school must retain completed forms for five years.
- Attachment 4: 2017-18 AP/IB Statement of Income Eligibility—Spanish version.
- Attachment 5: 2017-18 AP/IB Federal Income Eligibility Guidelines
- Attachment 6: 2017-18 AP/IB Federal Income Eligibility Guidelines—Spanish version.
- Attachment 7: 2017-18 San Diego Unified AP/IB School Inventory Worksheet
- Attachment 8: 2017-18 San Diego Unified AP Cashier Deposit Form

- Attachment 9: 2017-18 San Diego Unified IB Cashier Deposit Form

For information regarding Advanced Placement (AP) payments, contact Accounts Payable Specialist Celeste Gutierrez at (619) 725-7758 or cgutierrez2@sandi.net.

For information regarding International Baccalaureate (IB) payments, contact Accounts Payable Specialist Amy Fulford at (619) 725-7768 or afulford@sandi.net.

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

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools