



State of Arizona  
Department of Education

**M E M O R A N D U M**

**DATE:** March 13, 2011

**TO:** High School Principal  
Superintendent, Unified and High School Districts  
Charter High School Principal  
Advanced Placement Coordinator

**FROM:** Peter C. Laing  
*Director, Grant Development /*  
Gifted Education & Advanced Placement Programs

**RE: **Notice of 2011 Advanced Placement Exam Fee Waivers  
for Eligible Low-Income Students****

The Arizona Department of Education has received federal grant funds to provide AP exam fee waivers for Advanced Placement students eligible for the Federal Free and Reduced Price Meal Program.

All exams eligible for the AP Exam Fee Waiver must be indicated using The College Board's reporting mechanism, which is listed below for your convenience. Participating districts and charter schools will be responsible for verifying and assuring the eligibility of all their students participating in the AP fee waiver program.

**Please return the enclosed Assurance Form by May 1, 2011.**

To ensure the privacy of participating students, ***the names of individual students shall not be required or requested.***

The State of Arizona will pay \$57 per AP exam for public school students qualifying for the College Board fee reduction. The College Board will provide a \$22 fee reduction and the high school will forego its \$8 administration fee.

**The final AP exam fee for each exam taken by a qualifying student: \$0.**

**\*PLEASE FOLLOW THE STEPS LISTED ON THE NEXT PAGE\***



State of Arizona  
Department of Education

## IDENTIFYING AND ORDERING AP EXAMS ELIGIBLE FOR FEE WAIVERS

**STEP 1:** AP Coordinators in Arizona will forgo collection of any AP Exam fees from students qualifying for the AP Exam fee reduction.

**STEP 2:** Fill out the Assurance Form on the next page return it to the address listed at the bottom of the form. You may also choose to fax, or scan and email, your signed and completed form.

**STEP 3:** Keep a list of students who are eligible for AP fee reductions.

**STEP 4:** Go to the following website: [www.collegeboard.com/school](http://www.collegeboard.com/school) to order exams, and make sure to include all exams that qualify for the fee reduction.

**Note:** See <http://professionals.collegeboard.com/testing/ap/coordinate/order/deadlines> for more information on Exam Ordering Deadlines.

**(The Final Deadline for ordering exams is April 15, 2011)**

**STEP 5:** On exam day, fill in the **Option #1** oval on the answer sheets for all students who qualify for the AP fee reduction.

**STEP 6:** After exam administration, generate **two invoices** (one for the *College Board* and one for the *state*). Login at [www.collegeboard.com/school](http://www.collegeboard.com/school), sign in, and go to "Generate Invoice." When you generate your invoice online, you will need your Packing List and the total number of **exams** (*not students*) that qualify for the AP fee reduction.

**STEP 7:** Mail state invoice copy to:

**Advanced Placement Test Fee Waiver Program**  
Arizona Department of Education  
1535 W. Jefferson Street, Bin 64  
Phoenix, AZ 85007

**STEP 8:** The College Board will bill the State directly for all AP Exam fees for qualifying students.

**For general information regarding AP Exam Administration, please visit:**  
<http://professionals.collegeboard.com/testing/ap/coordinate>

**Please contact Peter Laing with questions regarding the AP Test Fee Waiver Program at**  
[Peter.Laing@azed.gov](mailto:Peter.Laing@azed.gov)

# ADVANCED PLACEMENT (AP) TEST FEE WAIVER PROGRAM ASSURANCE FORM

---

I certify that all students participating in the Arizona Department of Education AP Exam Fee Waiver Program for the 2010-2011 academic year have met the following guideline for low-income eligibility: 1) Data on children eligible for free or reduced-priced lunches under the National School Lunch Act.

\_\_\_\_\_  
Superintendent (please print)

\_\_\_\_\_  
AP Representative (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District / Charter Holder

**Participating High School(s):**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

---

**Please return to:**

**Advanced Placement Test Fee Waiver Program**

Arizona Department of Education

1535 W. Jefferson Street, Bin 64

Phoenix, AZ 85007

You may also **fax** your signed form to 602-542-5440, *or*  
**scan and email** your signed form to [apwaivers@azed.gov](mailto:apwaivers@azed.gov)

Please contact Peter Laing with questions regarding the AP Test Fee Waiver Program at:

[Peter.Laing@azed.gov](mailto:Peter.Laing@azed.gov) or 602-364-3842