Test Fee Reduction Advanced Placement, International Baccalaureate, and Cambridge Exams

**LEA Program Monitor Date**

*Please contact the Advanced Placement Coordinator at each of your high schools for evidence. The Low-Income Test Fee Reduction is not operated through iGrants and may be applicable to any LEA offering Advanced Placement courses in its buildings whose low-income students received subsidized funding from OSPI for the 2017 spring testing cycle.*

| **Item** | **Description** | **Evidence** | **Determination** |
| --- | --- | --- | --- |
| 5.1 | **Eligibility**  *The LEA determines eligibility for participation in the AP Test Fee Reduction Program – for the reimbursement of AP/IB/Cambridge test fees for qualifying low-income students – through National School Lunch Program (free or reduced lunches), Social Security, Medicaid, and/or parent declaration of income. Sec. 1701-1707.* | Building Level  ⧠ A. Documentation of eligibility. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 5.2 | **Records**  *Student records of eligibility are maintained in a confidential record on site. Sec. 1701-1707.* | Building Level  ⧠ A. Documentation of confidentiality of student records. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 5.3 | **Exam Payment Process**  *How does the school pay for AP/IB/Cambridge exams, including those taken by low-income students? Sec. 1701-1707.* | Building Level  ⧠ A. Description of the exam payment process. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |