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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 10, 2011

**MEMORANDUM**

TO: LEA and ISD Superintendents  
Public School Academy Directors  
High School Principals

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Free Advanced Placement Tests for Qualified Students  
Free International Baccalaureate Exams and Registration Fees for  
Qualified Students

To increase access to Advanced Placement (AP) and International Baccalaureate (IB) tests for low-income students, the Michigan Department of Education (MDE) has applied for and received a federal grant.

Any of the following student eligibility criteria may be used by your school:

- The student is eligible for or receiving free or reduced price lunch.
- The student's family receives assistance under Part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance under the Federal Medicaid program.
- The student is a member of a family whose taxable income for the preceding year did not exceed 150% of the poverty level as established by the U.S. Census Bureau.

Actions to capitalize on this funding opportunity for AP test fees are:

- Review and identify all eligible students for free tests.
- Fill in the "Option 1" oval on qualifying students' AP Exam answer sheets.
- In the Remittance section of the AP Shipping & Remittance form, enter the total number of exams (not students) that qualify for the fee reduction.
- AP Coordinators in Michigan will not collect AP Exam fees from students qualifying for a free exam.
- The College Board will bill the state directly for qualifying AP exam fees.

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Actions to capitalize on this funding opportunity for IB test fees are:

- Review and identify all eligible students for free tests.
- After payment is sent, IB Coordinators in Michigan can send a copy of all invoices to Sam Sinicropi at the Michigan Department of Education, 608 West Allegan Street, P.O. Box 30008, Lansing, MI 48909.
- The Michigan Department of Education will send reimbursements to each qualifying district.

Please direct any questions to Sam Sinicropi at 517-241-6895 or email to [SinicropiS@michigan.gov](mailto:SinicropiS@michigan.gov).

cc: Michigan Education Alliance