



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

April 23, 2008

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

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 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 fee from students qualifying for a free exam.

We request that the AP Coordinator submit a copy of his or her remittance form to the Michigan Department of Education. The College Board will bill the state directly for qualifying AP exam fees.

Please direct any questions to Sam Sinicropi at 517-241-1162 or email to SinicropiS@michigan.gov.

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