



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 17, 2019

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports

SUBJECT: Information about the Low Income Reimbursement Program for
2019-20 School Year

The state of Michigan has financially supported assessments for low-income students for more than a decade. This support will continue for the AP (Advanced Placement) exam, IB (International Baccalaureate) exam and CLEP (College Level Examination Program) exam.

This year, the legislative funding for this student assistance is \$1 million. The target funding will help low-income students and their families as this program provides more equity in educational opportunities by removing the financial barrier in taking exams that qualify for college credit. This program encourages more students to take IB and AP courses, and to participate in the exams that could save them college tuition. This program leads to higher achievement and Michigan's goal to become a Top 10 education state in 10 years.

The following process will be in place for the 2019-20 school year. Districts and schools that participate in this program will need to submit for reimbursement by June 30 of the school year.

IB Fee Reduction Program

For the IB Diploma Programme, districts will invoice the Michigan Department of Education (MDE) for the cost related to qualified students. The district will provide an invoice that will show the student name, registration fee, and the subject fees.

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The invoice should reflect the student's responsibility for paying at least \$5 per registration and \$5 per subject fee. The IB Reimbursement form can be found on the MDE website: www.michigan.gov/documents/mde/2019-2020_IB_Student_Reimbursement_List_668486_7.xlsx. Assessment fees for the IB Diploma Programme can be accessed at International Baccalaureate: Assessment fees and services website, <https://www.ibo.org/become-an-ib-school/fees-and-services/assessment-fees-and-services/>.

College Board Related Exams

For all related College Board exams, schools and districts will need to sign and send a copy of the College Board invoice to the Michigan Department of Education. Signed and scanned copies can be sent to Jeff McNeal, mcnealj1@michigan.gov.

CLEP Test Fee Reduction Program

For each CLEP exam taken by students who qualify for the College Board AP fee reduction ("Reduced Fee Exams"), as indicated by the applicable school AP coordinator, the following will occur for this school year. Districts will follow the same procedure as they would with all College Board assessments. District assessment coordinators can access CLEP voucher information at <https://clep.collegeboard.org/Michigan>.

CLEP exams can be offered at any point in the school year, but all testing for the academic year must be completed by May 31, 2020. Exams must be administered at a CLEP test center. Some intermediate school districts (ISDs), regional educational service agencies (RESAs), and local high schools may prefer to open a CLEP test center to support students and eliminate possible administration fees. There is no fee to open a test center; schools must have laptops or desktop computers to administer CLEP. Interested ISDs/RESAs and local high schools should begin the test center application process three months in advance of their planned testing window.

- The state of Michigan's contribution to low-income students will be \$48 per exam. This will be billed directly to MDE.
- The College Board contribution to low-income students will be \$34 per exam.
- Districts will be responsible for any administration fees.
- The student will pay \$5 per exam.

AP Seminar and AP Research Exam Reduction Program

For each AP seminar and each AP research exam taken by students who qualify for the College Board AP fee reduction ("Reduced Fee Exams"), as indicated by the applicable school AP coordinator, the following will occur for this school year. Districts will follow the same procedure as they would with all College Board assessments.

- The state of Michigan's contribution to low-income students will be \$96 per exam. This will be billed directly to MDE.
- The College Board contribution to low-income students will be \$32 per exam.
- The high school will forego the school rebate of \$9 per exam from the College Board.

Additional support from The College Board can be found at the following links:

The College Board has created a Michigan-specific webpage with an overview for Michigan ISDs, RESAs, and local school districts at

<https://clep.collegeboard.org/michigan>.

AP Seminar, AP Research and AP Class information is located at:

<https://clep.collegeboard.org/michigan>.

AP exam fee reduction directions can be found at:

<https://apcentral.collegeboard.org/ap-coordinators/exam-ordering-fees/exam-fees/reductions>.

Resources for students are available free through the Modern States Education Alliance, as part of their "Freshman Year for Free" Initiative: <https://modernstates.org/>.

AP Summer Institutes and competitive scholarships can be found at:

<https://apcentral.collegeboard.org/professional-development/workshops-summer-institutes/about-summer-institutes>.

All requests for exam fee reduction must be submitted by June 30, 2020. The IB submission form can be found on the MDE web page:

www.michigan.gov/documents/mde/2019-

[2020 IB Student Reimbursement List 668486 7.xlsx](#). College Board State Invoice copies or any questions may be directed to Jeff McNeal at mcnealj1@michigan.gov or 517-241-6958.

cc: Michigan Education Alliance