

Checklist for AP Coordinators and Eligibility Assurance Form

For participating high schools only: Mail this page and a copy of the summary invoice e-mailed to College Board to the Colorado Department of Education by **June 7, 2013.**

Eligibility

Low-income student means a student who qualifies for payments as demonstrated in meeting the criteria set by one of the following entities: free and reduced lunch program or chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965 (Medicaid).

Checklist for AP Coordinators:

When ensuring eligibility of students for the exam fee program complete the following steps, sign and return the checklist with a copy of the summary invoice e-mailed to College Board that shows the number of fee reduced, low-income, exams for which the school paid.

- ☐ A method for identifying low-income AP exam students was implemented. If disclosure information was needed from parents for free and reduced lunch data, one or more of the forms provided in the ESCAPE packet for release of information was used: Form #1) A Parent/Guardian Information Release to the district, Form #2) an Alternative Program Eligibility Application provided by the parents, or Form #3) Disclosure Agreement - the district's choice to use a provision of limited disclosure of the Children's Free and Reduce Price.
- ☐ AP students and parents were provided information about the Advanced Placement Test Fee Program. Form # 1 or #2, was provided to collect evidence for 1) parental release of information, or 2) eligibility criteria if the family is not already participating in the free and reduced lunch program and wish to access the test fee waiver. Students must be eligible, not necessarily participating in the Free and Reduced Lunch Program.
- ☐ Eligibility documents will be retained in the Advanced Placement high school files through 2015.
- ☐ The fee reduction bubble was filled-in on the eligible student's answer sheet/s. Only eligible students have access to the benefits of the ESCAPE grant. AP exam fees were not collected from eligible low-income students.
- ☐ The College Board's AP Exam Invoice Sheet was completed online indicating the number of fee reduced exams taken by low-income students. .
- ☐ **Mail this AP Coordinator's Checklist page and a copy of the Summary/Invoice sheet e-mailed to the College Board by June 7, 2013** to Jacquelin Medina, Office of Gifted Education, Colorado Department of Education, 1560 Broadway Avenue, Suite 1175 Denver, Colorado, 80202.

Signature of Person Completing the Checklist for AP Coordinators and Eligibility Assurance Form

Date: _____

Name: _____ Signature: _____ - _____

High School: _____ District: _____ - _____

Phone Number; _____ E-Mail: _____