

ESCAPE: Eliminating Student Cost for Advanced Placement Exams

**Checklist for IB Coordinators and Eligibility Assurance Form**

This page and IB Student Data Collection forms are due **April 30, 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 IB Coordinators:**

When ensuring eligibility of students for the exam fee program complete the following steps, sign and return the checklist and data collection sheet. Do not send verification of student eligibility to CDE. Retain verification in the IB Coordinator's school files through 2016.

- A method for identifying low-income IB 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 Part Three of 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.
- IB students and parents were provided information about the International Baccalaureate 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 IB high school files through 2016.
- Completed: the Data forms for federal reporting: 1) *IB Invoice for Test Fee Reimbursement Request*, and 2) the *Test and IB Student Information and Course and IB Student Information* data sheets
- Fax (303) 866- 6767 or US Mail ***this page along with the Invoice for Test Fee Reimbursement and the Test and Course IB data collection forms by: April 30, 2013*** to Gifted Education Unit, Colorado Department of Education, 1560 Broadway Avenue, Suite 1175 Denver, Colorado 80202.

IB Coordinator

Name: \_\_\_\_\_ Date: \_\_\_\_\_

High School: \_\_\_\_\_ District: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_