

## Documentation Instructions and Cover Page for AP and IB Exam Fee Subsidies

From: Advanced Placement (AP) or International Baccalaureate (IB) Coordinator

Date:

Re: Documentation for AP or IB Exam Fee Subsidy

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This is to certify that: the following student:.....

SASID Number.....

qualifies for an Advanced Placement (AP) or International Baccalaureate (IB) Exam Fee Subsidy.

The above student is enrolled in the following AP or IB course(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please complete this cover page for each student receiving an AP or IB Exam Fee Subsidy. A cover page needs to be attached to each student's supporting documentation of eligibility for either an AP or an IB Exam Fee Subsidy.

**This form and its supporting documentation need to be maintained in a secure file and be treated as confidential.**

You may also wish to use an *Excel* file to list your students who will be taking AP exams. For each student, enter the AP subject test (or tests) that the student will be taking in one column and in a separate column: (a) indicate whether the student will receive an AP Exam Fee Subsidy for the test (or tests); and, if so, (b) identify the documentation, e.g., Free or Reduced Price Lunch List; an Income Tax return; etc., that is on file