

COVER PAGE and INSTRUCTIONS

From: Advanced Placement Coordinator

Date:

Re: Advanced Placement (AP) Exam Fee Subsidy

This is to certify that: Name of Student.....

Address.....

.....

High School.....

SASID Number _____

qualifies for an Advanced Placement Examination Fee Subsidy

The above student is enrolled in the following Advanced Placement course(s)

1. _____

2. _____

3. _____

Please complete this cover page for each student receiving an AP Exam Fee Subsidy. A cover page needs to be attached to each student's supporting documentation of eligibility for an AP 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(s) that the student will be taking in one column and in separate columns: (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 Lunch List; Income Tax Return; etc.) that is on file.

