June 17, 2014

TO: Chief School Administrators
Charter School Lead Persons
Nonpublic School Administrators
Principals

FROM: Marie Barry, Director
Office of Career and Technical Education

SUBJECT: Advanced Placement Test Fee Program

This memorandum will provide you with additional information regarding the Advanced Placement (AP) Test Fee program. As you may be aware, this federal grant program has enabled states to pay part of the cost of advanced placement test fees for students who are enrolled in an advanced placement class and qualify as low-income family members. A low-income individual is defined as an individual who is determined by the local educational agency to be a child, ages 5 through 19, from a low-income family, based on eligibility for free or reduced-price lunches under the National School Lunch Act.

The Department can only pay the $37 federal contribution to the College Board for each AP exam taken by eligible low-income students upon verification of your school’s participation in this program. Therefore, failure to submit an invoice will result in your district/school being responsible for related fees. Please submit a signed copy of your AP Exam Invoice to David McNair at APexams@doe.state.nj.us or via fax at (609) 984-5347 no later than July 31, 2014. You may also mail the invoice to the address below.

New Jersey Department of Education
Office of Career and Technical Education
PO Box 500
Trenton, NJ 08625-0500

Please share this information with the appropriate staff. If you have any questions regarding the AP Test Fee program, you may contact David at (609) 777-3578.

MB/dm/sj/Advanced Placement/2014 Grant/Correspondence/061714 AP Test Fee Program
c: Members, State Board of Education
   Senior Staff
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County School Business Administrators
   NJ LEE Group