

2025 - 2026

## Advanced Placement Student Exam Fee Reimbursement Process Due June 19, 2026

The process of reimbursing the fees expended for Advanced
Placement (AP) Student Exams has been revised.
This document provides guidance and help screens for the critical steps
necessary for completing the AP Exam Fees Reimbursement form.

North Dakota Department of Public Instruction 600 E Boulevard Ave., Dept. 201 Bismarck, ND 58505-0440

www.nd.gov/dpi

## Section I: Completion of Student Exam Fee Submission Status Report (SFN #61062)

- 1. The school AP Coordinator will use records maintained within the high school to identify the following:
  - a. Total economically disadvantaged students taking AP Exams in English, math, science, and computer science. The state covers 100% of the **entire** exam fee for up to four qualifying exams over the student's high school career.
    - i. Identify the number of exams in each course: Tests 1, 2, 3, and 4.
    - ii. Enter the total number of exams for each course under the perspective test.

ADVANCED PLACE	MENT (	AP) STU	DENTE	XAM FE	E SU	BMISSION						
NDDPI NORTH DAKOTA DEPARTM OFFICE OF ACADEMIC SUP												
OFFICE OF ACADEMIC SUP	PORT											
SFN 61062 (05-2025)												
PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY												
District Name AP Coordinator Enter the number of									r			
			Enter the number of									
School Name				CollegeBo	ard Sch	economically disadvantaged						
						econor	aisaav	vantaged				
Please complete all applicable sect	se complete all applicable sections.						students taking Test 1 for each					
Course	Economically Disadvant			taged	No							
Course	Test 1	Test 2	Test 3	Test 4	Tes	subject in this area.						
AP English Language and Composition												
AP English Literature and Composition												
AP Pre-Calculus												
AP Calculus AB												
AP Calculus BC												
AP Statistics												
AP Biology												
AP Chemistry												
AP Environmental Science												
AP Physics 1: Algebra-Based												
AP Physics 2: Algebra-Based												
AP Physics C: Electricity and Magnetism												
AP Physics C: Mechanics												
AP Computer Science A												
AP Computer Science Principles												
Capstone AP Seminar												
Capstone AP Seminar-English 10												
Capstone AP Research												

- b. Total non-economically disadvantaged students taking their first AP Exams in English, math, science, and computer science.
  - i. Identify the total number of exams for each course: The state covers 100% of Text 1 in a qualifying subject area.
  - ii. Enter the total number of exams for each course under Test 1.

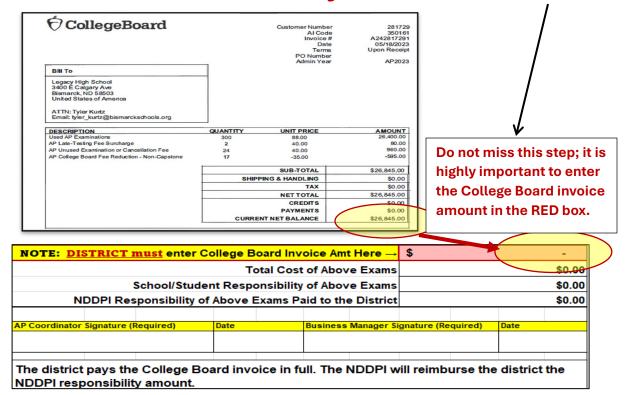
NDDPI NORTH DAKOTA DEPARTM OFFICE OF ACADEMIC SUP SFN 61062 (05-2025)	SFN 61062 (05-2025)  PLEASE ENABLE EDITING FOR THE FORM TO CALCUL ct Name  AP Coordinator							Enter the total number of non-economically disadvantaged students taking Test 1 for each subject				
School Name	hool Name				ard Sch	in this area.						
Please complete all applicable sections.												
Course	Eco	nomically	taged	Nor	-Ec	onomically	Disadvan	taged				
Course	Test 1	Test 2	Test 3	Test 4	Test	1	Test 2	Test 3	Test 4			
AP English Language and Composition												
AP English Literature and Composition												
AP Pre-Calculus												
AP Calculus AB												
AP Calculus BC												
AP Statistics												
AP Biology	AP Biology											
AP Chemistry												
AP Environmental Science												
AP Physics 1: Algebra-Based												
AP Physics 2: Algebra-Based												

- c. Total non-economically disadvantaged students taking their second, third, or fourth AP Exam in English, math, science, and computer science. The state covers **50% of the exam fee for up to three qualifying exams** over the student's high school career.
  - Note that if these exams are in Capstone AP Seminar or Capstone AP Research, 100% of the exam fee will be reimbursed if the exam is one of the second, third, or fourth exams of the student's high school career.

NDDPI NORTH DAKOTA DEPARTM OFFICE OF ACADEMIC SUP SFN 61062 (05-2025)	CITIES OF NOVEL III CONT									Enter the total non- economically disadvantaged				
District Name	AP Coordin	students taking Tests 2-3 for												
										•				
School Name				CollegeBoa	each subject in this area.									
SCHOOL Name				Collegeboa										
Please complete all applicable sect	ions.						/							
Course	Economically Disadvant			aged Non-Economi			ically Distriction							
Course	Test 1	Test 2	Test 3	Test 4	Test 1	Tes	t 2	Test 3	Test 4					
AP English Language and Composition														
AP English Literature and Composition														
AP Pre-Calculus														
AP Calculus AB														
AP Calculus BC														
AP Statistics														
AP Biology														
AP Chemistry														
AP Environmental Science														
AP Physics 1: Algebra-Based														
AP Physics 2: Algebra-Based														
AP Physics C: Electricity and Magnetism														
AP Physics C: Mechanics														
AP Computer Science A														
AP Computer Science Principles														
Capstone AP Seminar														
Capstone AP Seminar-English 10														
Capstone AP Research														

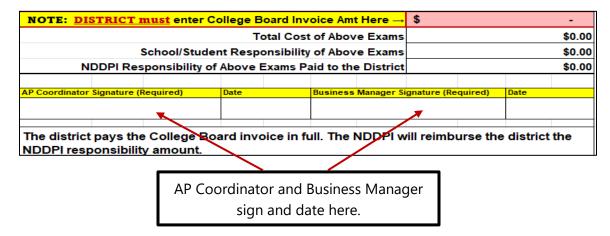
Please note that the total AP tests, Capstone amount, and subtotal costs will be calculated automatically.

## 2. Enter the total amount due from the College Board Invoice in the red box.



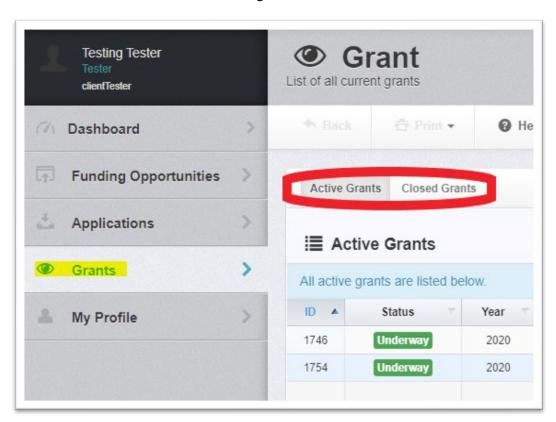
Please note that the remaining amounts will be calculated automatically if completed correctly.

3. The school AP Coordinator must sign and date the status report, then forward it to the district's Business Office for the Business Manager or Business Manager Designee to review, sign, and submit through WebGrants.



## Section II: AP Exam Reimbursement Requests through WebGrants

1. The Business Manager or designee will log into WebGrants. From the side menu, click on 'Grants'. Select the 'Advanced Placement (AP) Exam Fees' listing under 'Active Grants'.



2. Select the 'AP Exam Fee" grant. This will bring up a screen showing the Grant Components.

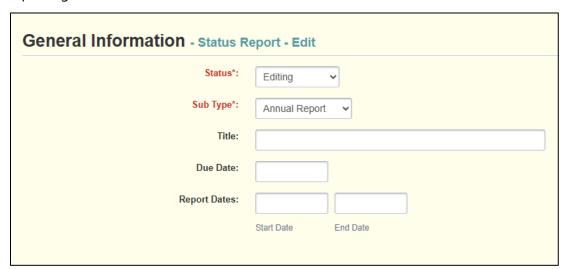
3. Select 'Status Reports - AP Exam Fees'.



4. Click 'Add Status Report'. The user will be directed to upload 'Supporting Documentation.'



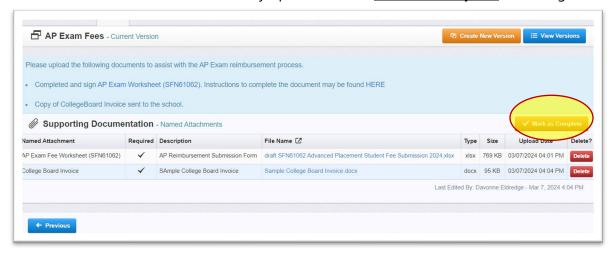
- 5. General Information-Status Report-Edit
  - a. Status: Keep in the editing status
  - b. Sub Type: Select Annual Report
  - c. Title: AP Exam Fees
  - d. Due Date: 06/19/2026
  - e. Reporting Dates: Start Date 05/01/26 End Date: Date of Submission



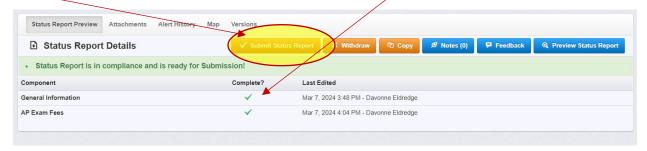
- 6. In the 'Supporting Documentation' section, upload the following:
  - a. AP Student Exam Fees Submission Form (SFN #61062) Completed and signed
  - b. College Board Invoice Paid in full by district



7. Once both documents have been successfully uploaded, click 'Mark as Complete' to the right.



8. WebGrants will then take the user to the 'Status Report Details' page. This lists all components required for the status report. Once both items are attached, a **green check mark** will appear. Users can then **submit the status report**.



- 9. For accuracy, NDDPI staff will review the AP Student Exam Fee Reimbursement form (SFN #61062) and the College Board Invoice. Issues will be negotiated back through the WebGrants system, and the items that must be addressed and the timeline required for a response will be outlined.
- 10. The district can monitor the reimbursement status under the 'Claims (Request for Reimbursement)' component.

If you have questions regarding the process, contact Davonne Eldredge at <a href="mailto:deldredge@nd.gov">deldredge@nd.gov</a> or Jane Gratz at <a href="mailto:imgratz@nd.gov">imgratz@nd.gov</a>.