



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

2023-2024


**Advanced Placement Student Exam Fee
Reimbursement Process
Due June 20, 2024**

Kirsten Baesler, State Superintendent
North Dakota Department of Public Instruction
600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
www.nd.gov/dpi

The process to reimburse the fees expended for Advanced Placement (AP) Student Exams has been revised. This document provides guidance and helps screens for the critical steps necessary for Advanced Placement Exam Reimbursement.

Section I: Completion of Student Exam Fee Submission Form (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 total number of exams in each category: tests 1, 2, 3, and 4.
 - ii. Enter the totals for each category on the AP Exam Reimbursement form.

 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF ACADEMIC SUPPORT
SFN 61062 (03/2024)

PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY.


School Name: _____ AP Coordinator: _____
 School Name: _____ CollegeBoard School Code (6-digit number): _____

Please complete all applicable sections.

Course	Economically Disadvantaged				Non-Economically Disadvantaged			
	Test 1	Test 2	Test 3	Test 4	Test 1	Test 2	Test 3	Test 4
English Language and Composition								
English Literature and Composition								
Calculus AB								
Calculus BC								
Statistics								
Biology								
Chemistry								
Environmental Science								
Physics 1: Algebra-Based								
Physics 2: Algebra-Based								
Physics C: Electricity and Magnetism								
Physics C: Mechanics								
Computer Science A								
Computer Science Principles								
Capstone AP Seminar								
Capstone AP Research								

Enter numbers of economically disadvantaged students for each subject and category.

- b. Total Non-Economically Disadvantaged students taking their first AP Exam in English, math, science, and computer science. The state covers 100% of the first exam taken in these subject areas.
 - i. Identify the total number of exams in each category: tests 1
 - ii. Enter the totals for each category on the AP Exam Reimbursement form.

 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF ACADEMIC SUPPORT
SFN 61062 (03/2024)

PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY.

School Name: _____ AP Coordinator: _____
 School Name: _____ CollegeBoard School Code (6 digit number): _____

Please complete all applicable sections.

Course	Economically Disadvantaged				Non-Economically Disadvantaged			
	Test 1	Test 2	Test 3	Test 4	Test 1	Test 2	Test 3	Test 4
English Language and Composition								
English Literature and Composition								
Calculus AB								
Calculus BC								
Statistics								
Biology								
Chemistry								
Environmental Science								
Physics 1: Algebra-Based								
Physics 2: Algebra-Based								
Physics C: Electricity and Magnetism								
Physics C: Mechanics								
Computer Science A								
Computer Science Principles								
Capstone AP Seminar								

Enter the number of non-economically disadvantaged students taking their first exam in this column.

- 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.*

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF ACADEMIC SUPPORT
SFN 61062 (03/2024)

PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY.

District Name: AP Coordinator
 School Name: CollegeBoard School Code (6 digit number)

Please complete all applicable sections.

Course	Economically Disadvantaged				Non-Economically Disadvantaged			
	Test 1	Test 2	Test 3	Test 4	Test 1	Test 2	Test 3	Test 4
English Language and Composition								
English Literature and Composition								
Calculus AB								
Calculus BC								
Statistics								
Biology								
Chemistry								
Environmental Science								
Physics 1: Algebra-Based								
Physics 2: Algebra-Based								
Physics C: Electricity and Magnetism								
Physics C: Mechanics								
Computer Science A								
Computer Science Principles								
Capstone AP Seminar								
Capstone AP Research								

Enter total non-economically disadvantaged second, third, or fourth exams for each subject in this area.

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

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

CollegeBoard

Customer Number: 281729
 AI Code: 350161
 Invoice #: A242817291
 Date: 05/18/2023
 Terms: Upon Receipt
 PO Number: AP2023
 Admin Year: AP2023

Bill To
 Legacy High School
 3400 E Calgary Ave
 Bismarck, ND 58503
 United States of America

ATTN: Tyler Kurtz
 Email: tyler_kurtz@bismarckschools.org

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Used AP Examinations	300	88.00	26,400.00
AP Late-Testing Fee Surcharge	2	40.00	80.00
AP Unused Examination or Cancellation Fee	24	40.00	960.00
AP College Board Fee Reduction - Non-Capstone	17	-35.00	-595.00
SUB-TOTAL			\$26,845.00
SHIPPING & HANDLING			\$0.00
TAX			\$0.00
NET TOTAL			\$26,845.00
CREDITS			\$0.00
PAYMENTS			\$0.00
CURRENT NET BALANCE			\$26,845.00

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF ACADEMIC SUPPORT
SFN 61062 (03/2024)

PLEASE ENABLE EDITING FOR THE FORM TO CALCULATE CORRECTLY.

District Name: AP Coordinator
 School Name: CollegeBoard School Code (6 digit number)

Please complete all applicable sections.

Course	Economically Disadvantaged				Non-Economically Disadvantaged			
	Test 1	Test 2	Test 3	Test 4	Test 1	Test 2	Test 3	Test 4
English Language and Composition								
English Literature and Composition								
Calculus AB								
Calculus BC								
Statistics								
Biology								
Chemistry								
Environmental Science								
Physics 1: Algebra-Based								
Physics 2: Algebra-Based								
Physics C: Electricity and Magnetism								
Physics C: Mechanics								
Computer Science A								
Computer Science Principles								
Capstone AP Seminar								
Capstone AP Research								
TOTAL AP TESTS	0	0	0	0	0	0	0	0
CAPSTONE AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Costs to School/Students	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Costs to NDDPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: DISTRICT must enter College Board Invoice Amt Here \$

Please note, the remaining amounts on the form will be calculated automatically if it has been completed correctly.

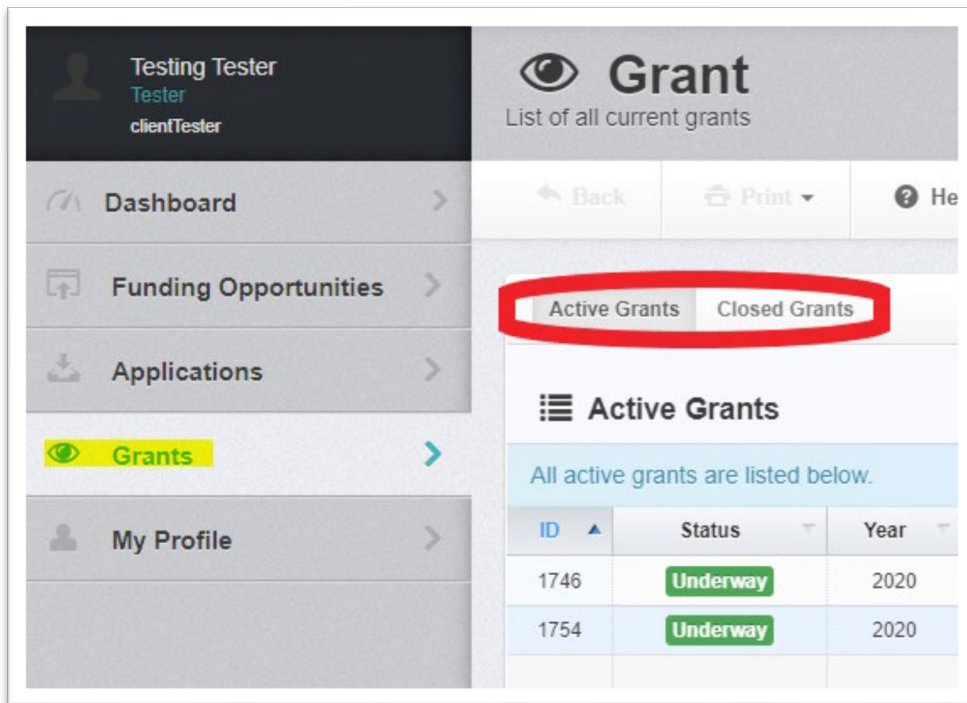
- The school AP Coordinator will sign and date the form. The form can then be delivered to the district's Business Office for the Business Manager or Business Manager Designee to review, sign and submit through WebGrants.

School/Student Responsibility of Above Exams		\$0.00	
NDDPI's Responsibility of Above Exams		\$0.00	
BALANCE to be paid by District to CollegeBoard		\$0.00	
AP Coordinator Signature (Required)	Date	Business Manager Signature (Required)	Date

AP Coordinator and Business Manager sign and date here.

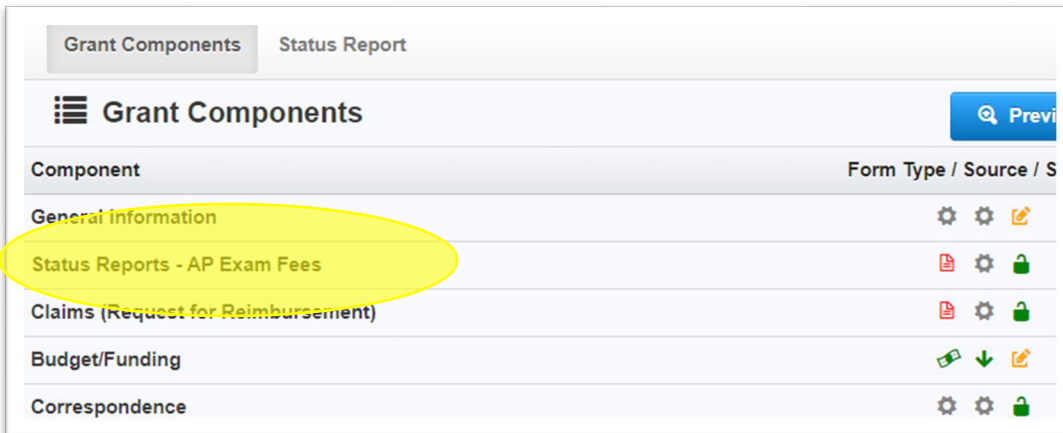
Section II: Completion of WebGrants to Receive Funds for AP Exam Reimbursements

- 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'.



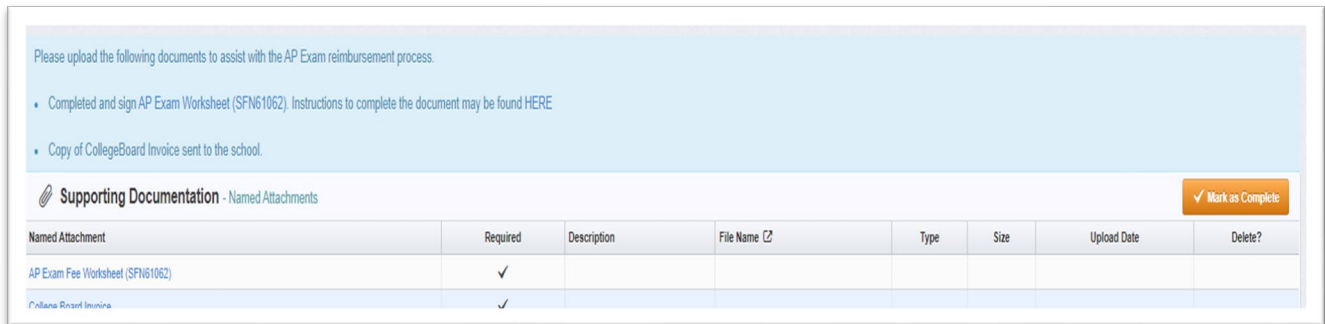
- Select the 'AP Exam Fee' grant. This will bring up a screen showing the Grant Components.

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

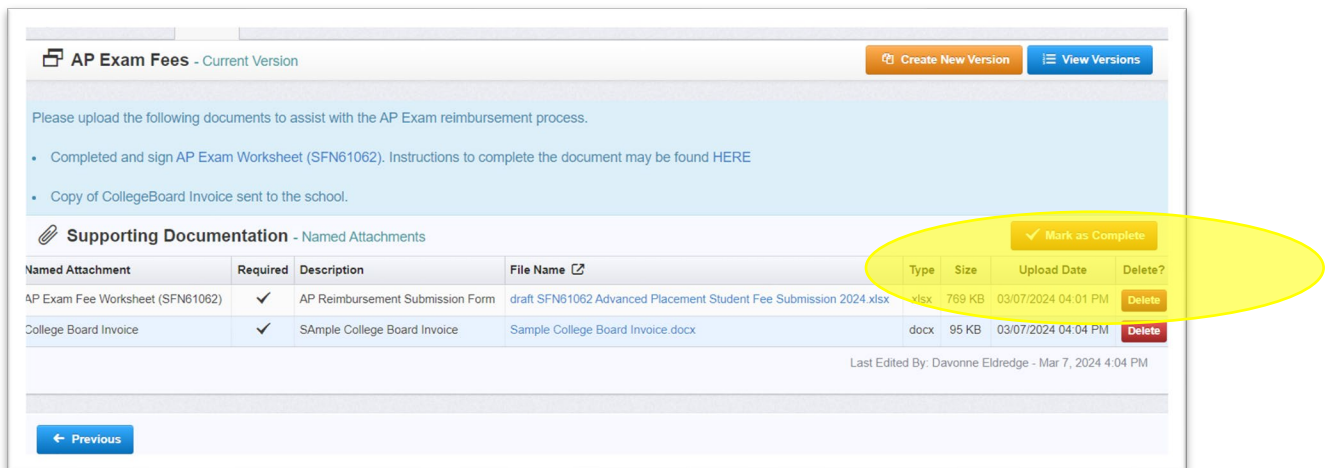


4. Click 'Add Status Report' in the upper right corner. The user will be directed to upload 'Supporting Documentation.'

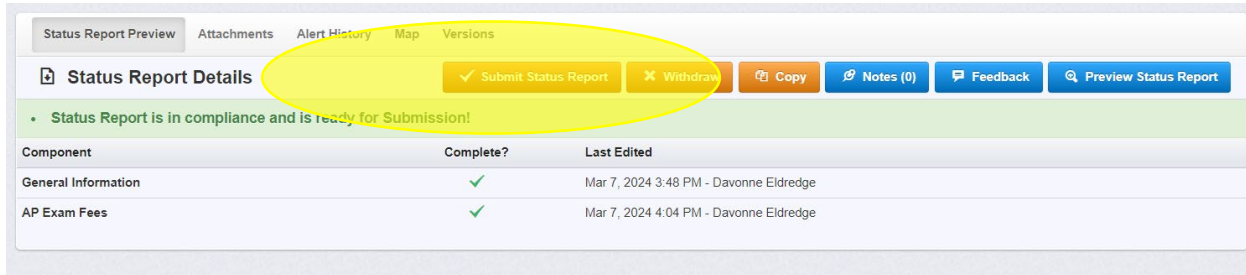
5. In the 'Supporting Documentation' section, upload the following:
- AP Exam Fee Worksheet (SFN #61062) - Completed and signed
 - College Board Invoice – Paid in full by district



6. Once both documents have been successfully uploaded, click 'Mark as Complete' in the upper right.



7. 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.



• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 7, 2024 3:48 PM - Davonne Eldredge
AP Exam Fees	✓	Mar 7, 2024 4:04 PM - Davonne Eldredge

8. NDDPI staff will then review the AP Exam Fee Worksheet (SFN #61062) and College Board Invoice for accuracy. 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.
9. The district can monitor the status of the reimbursement under the 'Claims (Request for Reimbursement)' component.

If you have questions regarding the process, contact Davonne Eldredge at deldredge@nd.gov or Jane Gratz at jmgratz@nd.gov.