

SITE OPERATIONS CIRCULAR NO. 1034

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 12, 2022

To: Secondary School Principals and Area Superintendents

Subject: DISTRICT EXPECTATIONS FOR SITES ADMINISTERING
ADVANCED PLACEMENT (AP) EXAMS AND/OR
INTERNATIONAL BACCALAUREATE (IB) ASSESSMENTS

Department and/or

Persons Concerned: Secondary School Principals; Advanced Placement (AP) Coordinators;
International Baccalaureate (IB) Coordinators; Financial Clerks

Due Date: March 17, 2023 – Deadline to submit requisition to district
June 9, 2023 – Deadline to submit all collected student fees to district

Action Requested: Identify site staff to complete required administration and financial tasks.

References: Advanced Placement website - <https://apcentral.collegeboard.org>
AP exam fee deposit form - <https://bit.ly/APdepositform>
International Baccalaureate website - <https://www.ibo.org/>
IB assessment fee deposit form - <https://bit.ly/IBdepositform>

Brief Explanation:

High school students can choose to pay for and take AP exams and/or IB assessments in hopes of scoring well and earning college credits. Any student interested may take an Advanced Placement (AP) exam. High school seniors enrolled in International Baccalaureate (IB) courses have the option to take IB assessments. AP and IB provide all materials and instructions that must be followed exactly as they mandate to ensure scholars receive valid exam scores.

SDUSD district and sites provide registration, ordering, fee collection, and administration. Both AP exams and IB assessments have student fees dictated by the respective company. SDUSD income-eligible students are able to pay a reduced exam fee as outlined below.

Fee Collection from Students:

Students will pay fees at the school site prior to deadlines/exam dates.

- \$97.00 – standard fee for AP exam
- \$145.00 – standard fee for AP Capstone exam
- \$40.00 – late/change order fee for any AP exam
- \$119.00 – standard fee for IB assessment
- \$5.00 – lowest reduced fee for any AP exam and/or IB assessment

Fee Collection to District:

Sites may use services to assist with AP/IB registration and fee collection; however, associated fees may NOT be passed on to students. Sites will submit requisition forms and exam fees to district by the following deadlines:

- March 17, 2023 – Deadline to submit requisition to district
- June 9, 2023 – Deadline to submit all collected student fees to district

Site Responsibilities and Payment Procedures:

- 1) August 26, 2022 – Sites must identify AP/IB coordinator and fee collection manager to district. The site principal should carefully select staff to ensure work is properly distributed among staff and in accordance with SDEA contract guidelines. Responsibilities include:
 - i. AP/IB coordinator:
 - (a) Sites will share registration and ordering information early and often.
 - (i) AP exams – district will manage registration and ordering
 - (ii) IB assessments – coordinators will manage registration and ordering
 - (b) District staff will schedule appointments with coordinators to support collaborative preparation and administration of exams/assessments.
 - ii. Fee collection manager:
 - (a) District staff will share an order list indicating the amount students owe. Sites can choose to pay a vendor (APTS) to manage this task for them.
 - (b) Sites will collect fees from students and indicate paid status on order list. Sites can choose to pay a vendor (APTS) to manage this task for them.
 - (c) District will schedule appointments with fee collection manager to collaboratively complete required tasks.
- 2) Fall 2022 – AP exam and IB assessment registration, ordering, and fee collection.
 - i. Sites will collect exam/assessment fees from students all year. Students are encouraged to pay prior to deadlines to avoid late fees.
 - ii. No post-dated checks will be accepted. Payment plans must be invoiced in School Cash. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year. Sites can choose to pay a vendor (APTS) to manage this task for them.
 - iii. Sites will deposit collected fees into the site ASB Trust Fund (AP/IB fees.)
- 3) January 15, 2023 – Deadline to submit requests for AP exam testing accommodations.
 - i. Sites must have student/family approval to submit requests for testing accommodations. Accommodations must be in a current 504 plan or IEP to be approved for AP exams. Students requesting additional information and forms to should visit <https://parents.collegeboard.org/college-board-topics/accommodations-students-disabilities>
 - ii. Sites will submit request through AP's SSD Online website - <https://accommodations.collegeboard.org/ssd-online>

- 4) March 17, 2023 – Deadline to submit financial requisition form to district.
 - i. District staff will email coordinator and financial clerk the estimated invoice and breakdown of what site will owe and what district will be contributing for student fee sponsorships.
 - ii. Site coordinator will confirm accuracy of estimated invoice.
 - iii. Financial clerk will submit a requisition for the full amount of all exams. Requisition will likely hit budget error; request override from your budget analyst to clear. This will hold funds until exams are done in June.
 - (a) AP exams:
 - (i) Use budget string: xxxx-90050-00-4305-1000-1110-01000-0000
 - (ii) Send requisition number to ramato@sandi.net by March 17, 2023
 - (b) IB assessments:
 - (i) Use budget string: xxxx-90051-00-4305-1000-1110-01000-0000
 - (ii) Send requisition number to ramato@sandi.net by March 17, 2023
- 5) Spring 2023 – Preparation for exams/assessments.
 - i. AP exams and/or IB assessments are administered at school sites:
 - (a) AP exam schedule - <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>
 - (b) IB assessment schedule - <https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/exam-schedule/>
 - ii. While district can support with planning, sites should plan to host all their students' exams/assessments on site, including students with testing accommodations.
- 6) June 9, 2023 – Deadline to submit collected fees to district.
 - i. After exams/assessments are completed, district staff will email coordinator and financial clerk the final invoice and breakdown of what site will owe and what district will be contributing for student fee sponsorship.
 - ii. Site coordinator will confirm accuracy of final invoice.
 - iii. Financial clerk will send an email with final invoice attached to Distribution Services (supctrec@sandi.net) stating "Services have been rendered. OK to pay Purchase Order (PO) # xxxxxx." On this email, cc these staff:
 - (a) AP exams = ramato@sandi.net and tjair@sandi.net
 - (b) IB assessments = ramato@sandi.net and mwiles@sandi.net
 - iv. Financial clerk will submit all collected fees and remaining balance in ASB Trust Fund (AP/IB fees) to district no later than June 9, 2023. District Accounts Payable department will send payment for exams to AP/IB; sites should NOT pay exam provider directly from ASB accounts.
 - (a) SDUSD AP Fees cashier deposit form - <https://bit.ly/APdepositform>
 - (b) SDUSD IB Fees cashier deposit form - <https://bit.ly/IBdepositform>

For information, please contact:

- AP exams and/or IB assessments – Rachel Amato ramato@sandi.net
- AP exam payments – Tina Jair tjair@sandi.net
- IB assessment payments – Mercedes Wiles mwiles@sandi.net

Wendy Ranck-Buhr
Instructional Support Officer
Leadership and Learning

APPROVED:

Tavga Bustani
Chief, Leadership and Learning