



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

TO: IB Coordinators, High School Principals, and Counselors
FROM: State IB Coordinators
DATE: May 20, 2016
SUBJECT: Guidelines for State Payment of International Baccalaureate Exams

The Indiana Department of Education (IDOE) will use federal funding from the AP Test Fee Grant program for Fiscal Year 2016 to partially cover the IB assessment costs incurred during the 2015-16 school year on behalf of students who qualify for the free/reduced lunch program and are enrolled in an IB-authorized high school Diploma Programme course. Due to a lack of state funds, the Department is unable to reimburse schools more than \$98 per IB assessment, which is the amount provided by the federal grant. In addition, individual student registration costs will not be reimbursed.

IB schools should be prepared to cover any costs not reimbursed through the federal grant. Exam and/or registration fees not covered by the federal grant should **not** be charged to students who qualify for **free/reduced lunch**, per I.C. 20-33-5. The IDOE recommends several options to schools for assistance with these fees. Pursuant to IC 20-43-10-2(b), the funds provided to schools each year for the Academic Honors Diploma awards may be applied to off-set the costs of these exams. Schools may also use high-ability funds for **identified** high ability students to off-set these costs.

The following guidelines for schools have been established in order to expedite timely payment from the IDOE to requesting school entities:

- a. Generating and sending invoices: The IB Coordinator should obtain an invoice from the school or corporation business office. The invoice must be numbered, and should contain the following information:
 - i. The name and STN of the student on whose behalf the costs were incurred;
 - ii. The name of each IB exam administered to the student;
 - iii. The reimbursable cost of each assessment (\$98 or less);
 - iv. The total amount invoiced per student;
 - v. The total amount requested; and
 - vi. The names, signatures, and contact information (phone and email) of the IB Coordinator and the School Principal.
 - vii. The invoice must be dated July 1, 2016 or later (current date).

Invoices must be received no later than July 15, 2016 by the IDOE, sent via email to jeltz@doe.in.gov. The IDOE may not be able to pay all of the invoiced expenses, and will notify the school of its responsibility to pay any costs not covered.