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Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

M E M O R A N D U M

TO: IB Coordinators and High School Principals

FROM: Leslie G. Fatum, Assistant Director of College and Career Readiness Curriculum, State IB Coordinator

DATE: May 20,2015

SUBJECT: Guidelines for 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 2015 to partially cover the IB assessment costs incurred during the 2014-15 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 NEW guidelines for schools have been established in order to expedite timely payment from IDOE to the 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 names of each of the IB exams 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 e-mail) of the IB Coordinator and the School Principal.
vii. The invoice must be dated July 1, 2015 or later, if current date.

***Invoices must be received no later than July 15, 2015 by IDOE at the following address (via mail, e-mail, or fax):

Leslie G. Fatum/State IB Coordinator
Indiana Department of Education
115 W. Washington Street, Suite 600
Indianapolis, IN 46204
FAX: 317.232.0589
lfatum@doe.in.gov

****Accurately completed and dated invoices must be received by the IDOE by July 15, 2015, or the IDOE may not pay all of the invoiced expenses, and will notify the school of its responsibility to pay any denied costs. The IDOE will be instituting new audit procedures, and schools should keep accurate records in the event that they are audited.