


Scotia-Glenville High School

To: Andrew Giaquinto
FROM: Peter Bednarek 
RE: AP Exams
DATE: November 2, 2023

The attached memo from the College Board describes the large-volume rebate check (\$250.00) which is given to schools based on the number of AP Exams administered. One of the approved uses of the rebate check is to provide an honorarium for AP Coordinator work which was done by Lise Williams in the 2021-2022 School Year.

I am requesting that the rebate check be deposited into the A2110.451-03-02 fund/account and that Counselor Lise Williams be approved for and paid \$250.00 for her work as AP Coordinator.

Please reach out to me with any questions.
Peter



November 2022

Dear AP Coordinator,

We're writing to inform you that your school's AP rebate check is enclosed in this letter. **The amount is based on the number of AP Exams administered in the 2021-22 academic year, as outlined in the *AP Coordinator's Manual*. Note: The check expires six months after the issue date.**

We sent a separate letter about the rebate check to your school's principal. In consultation with your administration, choose an approved way to use these funds to offset AP Exam administration costs. If your school is unable to use these funds as directed, please return the check to the Advanced Placement® Program at 205 Vesey Street, New York, NY 10281.

Below is a list of approved uses of the large-volume rebate check.

- An honorarium for AP coordinator work outside of school hours during the 2022 exam administration*
- Compensation for a consultant or part-time employee to manage or assist in the exam administration*
- Payment of proctors*
- Payment of off-site test center rental fees
- Funds for testing equipment or supplies (e.g., handheld digital recorder(s), CD player(s), pens, pencils)
- Funds to travel to/from AP coordinator workshops, the AP Annual Conference, or other school counselor or testing coordinator professional development events

If you have any questions, contact AP Services for Educators at (877) 274-6474 or at cb.org/apeducatorinquiry.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay L. Kamin".

Vice President, AP Program Delivery
Advanced Placement Program

*Your school will need to deposit the funds and issue a separate check to you or your proctors or both, assuming responsibility for tax reporting purposes.