

MEMORANDUM TO: IB Coordinators, High School Principals,
and Counselors
FROM: Amanda McCammon and Charity Flores
DATE: September 25, 2017

The Indiana Department of Education (IDOE) will reimburse the IB assessment costs incurred during the 2017-18 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. The Department is unable to reimburse schools more than \$98 per IB assessment per student. In addition, individual student registration costs, Extended Essay, Theory of Knowledge, and Creativity, Activity, Service will not be reimbursed.

IB schools should be prepared to cover any costs not reimbursed through the reimbursement process. Exam and/or registration fees not covered by the funding 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.

Guidelines for schools have been established in order to expedite timely payment from the IDOE to requesting school entities. To generate and send invoices, the IB Coordinator should obtain an invoice from the school or corporation business office. The invoice must contain the following information:

- i. The total amount requested; and
- ii. The names, signatures, and contact information (phone and email) of the IB Coordinator and the School Principal;
- iii. A Completed 2017-18 IB Detail Form.

Invoices must be received no later than August 15, 2018 by the IDOE, sent via email to INAssessments@doe.in.gov