


Scotia-Glenville High School


TO: Andrew Giaquinto
FROM: Peter Bednarek, HS Principal 
DATE: November 5, 2024
RE: AP Exams-Reimbursement

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 2023-2024 School Year.

I am requesting that the rebate check be deposited into the A2110.451-03-02 fund/account 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

pc: Kenna Collins, Sr. Payroll Clerk

 College Board
250 Vesey St.
New York, NY 10271

100835667100835667

PAGE: 1 of 1

DATE: October 17, 2024
CHECK NUMBER: 100835667
AMOUNT PAID: \$250.00


00017 43785 CKS NF 24290 - 0100835667 NNNNNNNNNN 2895100006211 XI0IA2 C
SCOTIA-GLENVILLE HIGH SCHOOL
1 TARTAN WAY
SCHENECTADY NY 12302-1200

289510000421100017037107000020



Date	Invoice Number	Description	Gross Amount	Discount	Net Amount
10/17/24		Scotia-Glenville High School SR-016311	\$250.00	\$0.00	\$250.00
		TOTALS	\$250.00	\$0.00	\$250.00

PLEASE DETACH BEFORE DEPOSITING CHECK

 College Board
250 Vesey St.
New York, NY 10271

CHECK NUMBER 100835667

1-2
210


October 17, 2024

*** VOID AFTER 90 DAYS ***

PAY TO THE ORDER OF: SCOTIA-GLENVILLE HIGH SCHOOL
1 TARTAN WAY
SCHENECTADY, NY 12302-1200


CHECK AMOUNT
\$250.00

EXACTLY *****250 DOLLARS AND 00 CENTS

 Security features included. Details on back.

JPMorgan Chase Bank, N.A.
New York, NY

AP Fall Rebate 2024


Authorized Signature

⑈ 100835667⑈ ⑆ 021000021⑆

216673662⑈

November 2024

Dear AP Coordinator,

The success of your school's AP® program is largely because of the work you do as the AP coordinator. Planning for and administering AP Exams demands time, hard work, and dedication. College Board applauds your efforts.

Enclosed, find your school's AP rebate check. The amount is based on the number of AP Exams administered in the 2023-24 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—from our approved list—how 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 the address at the bottom of this letter.

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

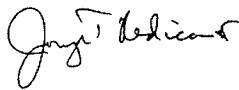
- An honorarium for AP coordinator work outside of school hours during the 2024 exam administration*
- Compensation for a consultant or part-time employee to manage or assist in the exam administration
- Payment of off-site test center rental fees
- Funds for testing equipment or supplies (e.g., handheld 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
- Payment of proctors*

Questions? Contact AP Services for Educators at 877-274-6474 or email apexams@info.collegeboard.org.

We know these funds, even when added to the \$9 per exam rebate collected from students in 2024 may only partially offset expenses of a large AP program. We hope the rebate check encourages you and your principal to discuss additional help your school may need or can offer.

Thanks for providing your students with a secure environment and giving them a chance to show their skills and abilities.

Sincerely,



Terry Redican

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.