

9-12 | MDE Reimbursement for Accelerated Assessments **APPLICATION**

DIRECTIONS

In accordance with Mississippi House Bill 1643 (2019), \$1,000,000 shall be for courses, curriculum and training, and exam costs including Advanced Placement, dual credit, International Baccalaureate, Cambridge, diploma endorsements (career and technical, academic and distinguished academic) and WorkKeys.

The school district or charter schools shall request reimbursement based on the following priorities:

Priority One: Funds shall be used to offer all Career Technical Education (CTE) program completers from the prior school year the ACT WorkKeys assessments to earn a National Career Readiness Certificate (ACT WorkKeys NCRC®).

Priority Two: School district or charter school shall prioritize ACT WorkKeys assessments for other students who have a need or desire to take the ACT WorkKeys assessments to earn a NCRC.

Priority Three: Remaining funds shall be used by districts to pay for current fiscal year expenditures associated with dual credit from a Mississippi postsecondary institution, Advanced Placement exam fees, International Baccalaureate exam fees, and Cambridge exam fees, based on district priority.

School districts and charter schools shall be required to submit documentation of current fiscal year expenditures for the above activities prior to claiming for reimbursement of related expenditures. This documentation of expenditures and the request for reimbursement may be submitted beginning on November 1 of the current fiscal year. All documentation of expenditures and request for reimbursement must be received no later than June 12th of the fiscal year for reimbursements to be processed.

Process for submitting documentation for reimbursement:

1. Complete Section A and Section B, noting student numbers for reimbursement from priorities listed above.
2. Upload fillable form and supporting paid invoices to SharePoint (<https://districtaccess.mde.k12.ms.us/districts/documents>). For SharePoint questions contact the Help Desk at 601-359-2837. For questions concerning reimbursement contact Wendy Clemons at wclemons@mdek12.org no later than June 12, 2021.
3. MDE will verify reimbursement total per school district and work through the Office of School Financial Services to make reimbursement available.

Each school district and charter school shall receive an allocation based on a per-pupil basis amount. The per pupil amount shall be calculated as follows:

Per Pupil Amount = $\$1,000,000 \div$ Previous School Year's Month 1 Total Number of Enrollment of grades 9-12 in school districts and charter schools

2018-2019 State Enrollment Numbers:

Grade	Student Totals	Total Reimbursement per student
Grade 9	36,110	$1,000,000 \div 130,235 = \mathbf{\$7.68}$
Grade 10	33,471	
Grade 11	31,049	
Grade 12	29,605	
Total	130,235	

Allocation = Per Pupil Amount x School District or Charter School Previous School Year's Month 1 Enrollment of grades 9-12

Sample District:

Grade	Student Totals	Total Reimbursement Available
Grade 9	104	$309 \times \$7.68 = \mathbf{\$2,373.12}$
Grade 10	65	
Grade 11	61	
Grade 12	79	
Total	309	

Districts that receive reimbursement for assessments funded by outside entities shall use reimbursement funds only for allowable activities described in the priorities above.

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APPLICATION COVER PAGE

SECTION A

DISTRICT INFORMATION

School District _____ School Year _____

Contact Person _____ Contact Position _____

Contact E-mail _____ Contact Phone _____

Superintendent Signature

Business Manager Signature

Contact Person Signature

*Wendy Clemons, Mississippi Department of
Education*

SECTION B

ACCELERATED PROGRAM INFORMATION

District Name	School Name	Reimbursement Options	Amount of Reimbursement	Invoice Included

To access the application and the excel spreadsheet, log onto <https://www.mdek12.org/ESE/Home> and click on MDE Reimbursement for Accelerated Assessments under links on the right side of the page.

NOTE: Paid invoices MUST be provided for each expense in order to be considered for reimbursement.