



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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OFFICE OF INSPECTOR GENERAL
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DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

TO: Honorable Chair and Members of the School Board
Dr. Donald E. Fennoy, Superintendent
Chair and Members of the Audit Committee

FROM: ^{*LC*} Lung Chiu, Inspector General

DATE: December 19, 2019

SUBJECT: OIG Final Investigative – *William T. Dwyer Community High School*; Report Case # 19-0011-1

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of Investigation. On Thursday May 30, 2019, the Office of Inspector General (OIG) received two anonymous complaints alleging that

1. William T. Dwyer Community High School Guidance Counselor Sulimar Dejesus intentionally ordered excessive College Board/Advanced Placement (AP) Exams. The OIG investigation determined the allegation was **unsubstantiated**.
2. William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus told students not to indicate the date the exam was taken. The OIG investigation determined the allegation was **unfounded**.

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on October 22, 2019, this report as a draft was provided to Sulimar DeJesus for a response. On October 22, 2019, Ms. DeJesus provided a written response via email. In her response, she wrote, "I agree with this report and its findings." The OIG would like to thank Ms. DeJesus and the staff at William T. Dwyer Community High School for their cooperation and for the courtesies extended to the OIG during this investigation.

The report is finalized and will be posted on the Inspector General's website; https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL
OIG FINAL REPORT OF INVESTIGATION**

Misuse of District Assets/Resources at William T. Dwyer Community High School

INTRODUCTION & SYNOPSIS

On Thursday, May 30, 2019, the Office of the Inspector General received an anonymous complaint. The complaint alleged that William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus intentionally ordered excessive College Board/Advanced Placement (AP) Exams. In addition, Ms. DeJesus instructed the students not to indicate the date when the exams were taken.

1. William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus intentionally ordered excessive College Board/Advanced Placement (AP) Exams.
2. William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus told students not to indicate the date the exam was administered on the tests.

The OIG investigation determined that Allegation 1 was unsubstantiated and Allegation 2 was unfounded. The investigative conclusions as to each allegation will be discussed in detail later in this report.

OIG JURISDICTIONAL AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

BACKGROUND: INDIVIDUALS & ENTITIES COVERED IN THIS REPORT¹

William T. Dwyer Community High School

William T. Dwyer Community High School is a District school located at 13601 North Military Trail, Palm Beach Gardens, FL 33418. The total school enrollment is 2,298, with a 17:1 Student-Teacher Ratio. The school serves high school students for grades 9-12.

College Board

The College Board is an American not-for-profit organization that connects students to college success and opportunity. More than 6,000 two-and four-year colleges, universities, secondary school and districts, higher education systems, and other nonprofit organizations compose the College Board. The College Board's College Readiness and Success Contract #CB-0025017 with the School Board of Palm Beach County commenced on June 6, 2019 and will expire on June 30, 2020.

¹ Information obtained from the College Board website, District website and PeopleSoft records.

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College Board/Advanced Placement (AP) Exams

The Palm Beach County School District adheres to the following regarding the administration of College Board/Advanced Placement Exams.

- Florida Statute 1007.27(5) Articulated Acceleration Mechanisms
- Florida Statute 1007.23(1) Statewide Articulation Agreement
- The 2018-19 Student Progression Plan K-12,
- The November 29, 2018, School District Bulletins #SP 19-156 DSCOS AP Potential Training; #P 20-024 DSCOS Statewide Test Administration Security Information; and #PD 18-062 DSCOS FY18 Assessment and Survey Schedule

The 2018-19 Advanced Placement Exams were conducted at William T. Dwyer on May 6-10, 2019, and May 13-17, 2019.

The District's Student Progression Plan 2018-19, pages-64-65, Advanced Placement (AP) states the following:

“Eligible secondary students may enroll in courses offered by the Advanced Placement Program administered by the College Board. Post-secondary credit may be awarded to students who score a minimum of three on a five-point scale on the corresponding AP Exam. Students shall be exempt from any fees for administration of the examination, regardless of whether or not the student achieves a passing score on the examination [Florida Statutes 1007.27(5)].”

The OIG interviewed the following District Staff during the investigation:

Corey Brooks, Principal, William T. Dwyer Community High School

Mr. Brooks, Principal at William T. Dwyer Community High School since June 2018.

Sulimar DeJesus, Guidance Counselor, William T. Dwyer Community High School

Ms. DeJesus has been employed by the District for 14-years and assigned at William T. Dwyer Community High School since 2017 as the guidance counselor.

Maritza Bazemore, Spanish Teacher, William T. Dwyer Community High School

Ms. Bazemore has been employed by the District for two years and assigned at William T. Dwyer Community High School for one year.

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Sarah Brescia, Social Science teacher, William T. Dwyer Community High School

Ms. Brescia has been employed by the District for four years and assigned at William T. Dwyer Community High School for the entire time.

Kelly English, Media Clerk II, William T. Dwyer Community High School

Ms. English has been employed by the District for 16-years and assigned at William T. Dwyer Community High School since 2014.

Shannon Farrell, Assistant Principal, William T. Dwyer Community High School

Ms. Farrell has been employed by the District for 21-years and assigned at William T. Dwyer Community High School since 1999. She was the Magnet Coordinator from 1999 to 2016. In 2016, she became the Assistant Principal.

Madelyn Hinkle, Bookkeeper, William T. Dwyer Community High School

Ms. Hinkle has been employed by the District for 24-years and assigned at William T. Dwyer Community High School since 2016.

Towanda Little, Guidance Counselor, William T. Dwyer Community High School

Ms. Little has been employed by the District for 26-years and assigned at William T. Dwyer Community High School since 2017.

Sharon MacDonald, Media Specialist, William T. Dwyer Community High School

Ms. MacDonald has been employed by the District for seven years and assigned at William T. Dwyer Community High School for the entire time.

Donna Masterson, Guidance Counselor, William T. Dwyer Community High School

Ms. Masterson has been employed by the District for 31-years and assigned at William T. Dwyer Community High School since 1994.

Jennifer Smith-May, Math Teacher, William T. Dwyer Community High School

Ms. Smith-May has been employed by the District for 12-years and assigned at William T. Dwyer Community High School since 2007.

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Jessica Naranjo, Spanish Teacher, William T. Dwyer Community High School

Ms. Naranjo has been employed by the District for 13-years and assigned at William T. Dwyer Community High School since 2016.

Fercella Panier, Guidance Counselor, William T. Dwyer Community High School

Ms. Panier has been employed by the District for 17-years and assigned at William T. Dwyer Community High School since 2006.

Maryfaith Saavedra, Lead Guidance Counselor, William T. Dwyer Community High School

Ms. Saavedra has been employed by the District for 29-years and assigned at William T. Dwyer Community High School since 1995.

Deanna Schneider, Guidance Counselor, William T. Dwyer Community High School

Ms. Schneider has been employed by the District for six years and assigned at William T. Dwyer Community High School since 2017.

Nancy Steele, Math Teacher, William T. Dwyer Community High School

Ms. Steele has been employed by the District for 35-years and assigned at William T. Dwyer Community High School since 2002.

RELEVANT GOVERNING AUTHORITIES

- Florida Statutes 1007.27(5), (Articulated Acceleration Mechanisms)
- Florida Statutes 1007.23(1), (Statewide Articulation Agreement)
- School Board Policy 2.61, (Fraud)
- School Board Policy 3.02, (Code of Ethics)
- School Board Policy 3.14 (Purchasing Department)
- 2018-19 Student Progression Plan K-12
- Bulletin # SP 19-156 DSCOS (AP Potential Training)
- Bulletin # P 20-024 DSCOS (Statewide Test Administration Security Information)
- Bulletin #PD 18-062 DSCOS FY18 (Assessment and Survey Schedule)
- College Board's College Readiness and Success Contract: #CB-00025017

DOCUMENTS REVIEWED

- The PeopleSoft employee records of individuals covered in this report
- The College Board 2018-19 Advanced Placement (AP) Coordinator's Manual

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Misuse of District Assets/Resources at William T. Dwyer Community High School

- The 2017-19 Advanced Placement (AP) exam purchasing order records
- The College Board website
- Emails between Guidance Counselor Sulimar DeJesus, Assistant Principal Shannon Farrell, and the College Board representative Jessica Bruce
- College Board/Advanced Placement Bill for Services for September 2019

CASE INITIATION & INVESTIGATIVE METHODOLOGY

The investigation was based on an anonymous complaint alleging that William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus intentionally ordered excessive College Board Advanced Placement (AP) Exams. Additionally, it was alleged that Ms. DeJesus instructed students not to show the date and time they took their exam(s).

During the investigation, the OIG interviewed William T. Dwyer Community High School Principal Corey Brooks; Assistant Principal Shannon Farrell; Lead Guidance Counselor Maryfaith Saavedra; Guidance Counselor Sulimar DeJesus; Bookkeeper Madelyn Hinkle; other school staff members; and the District's Manager for College Readiness and Humanities, Dr. Becky Youngman.

This investigation was conducted in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

INVESTIGATIVE FINDINGS²

- 1. William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus intentionally ordered excessive College Board/Advanced Placement (AP) Exams. Allegation Unsubstantiated.**

The OIG investigation concluded that the allegation that Ms. DeJesus intentionally ordered excessive College Board exams was unsubstantiated.

The following is a recap of the testimony provided by the witnesses.

Principal Brooks: The Guidance Department is responsible for administering College Board/Advanced Placement (AP) exams to students. Guidance counselor Sulimar DeJesus is accountable for overseeing the exam's completion. Mr. Brooks did not authorize Ms. DeJesus or any staff member to order excess College Board/AP exams. The Bookkeeper Madelyn Hinkle is aware of the cost to purchase the College Board/AP exams.

Bookkeeper Hinkle: Ms. Hinkle stated she does not know who is responsible for ordering the College Board/Advanced Placement (AP) exams. Guidance counselor Sulimar DeJesus has provided her (Ms. Hinkle) exam invoices from the College Board. The exams are ordered based on student enrollments; they cost \$85 per exam, approximately \$85,000 per school year. She

² The OIG findings were determined using the standards that appear on the final page of this report.

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recalls that Ms. Farrell told her that excess exams were ordered and that the school would receive a credit for the excess exams

Assistant Principal Farrell: Ms. DeJesus is responsible for ordering the College Board/AP exams. Ms. DeJesus told her in March 2019, that she inadvertently double ordered subject area exams. Ms. DeJesus contacted the College Board about the excess exams. The College Board Representative informed her that they would investigate the incident and the school would receive a credit for the excess if there were an error. The school did receive the credit from the College Board. Ms. Hinkle has the invoices showing transactions between the school and the College Board.

Guidance Counselor Saavedra: While she unpacked the College Board exams in May 2019, she observed that there were excess exams for the Human Geography area. She mentioned her observation to Ms. DeJesus. Ms. DeJesus told her, "do not worry about it." Ms. DeJesus also said to her that she double ordered subject area exams. Other excess exams were ordered, but she does not recall the subject areas.

Guidance Counselor DeJesus: Advanced Placement exams were ordered on April 18, 2019, and received by the school the end of April 2019. Ms. DeJesus admitted that she accidentally ordered 200-400 excess College Board/Advanced Placement (AP) exams. In May 2019, she contacted the College Board to inform them that she inadvertently ordered excess subject area exams. The College Board representative told her that they would adjust the invoice and the school would receive a credit for the excess exams if there were an error. The mistake was noted when she (Ms. DeJesus) reviewed the College Board website ordering status. At that moment, the status showed that the exams were pending and had not been shipped to the school. Because of the message pending, she believed that she could adjust the number of exams ordered. She did not anticipate that her changes would result in excess exams ordered. Ms. DeJesus stated she told assistant principal Shannon Farrell that she mistakenly ordered excess exams. She said she has an email to show that she told Ms. Farrell about the mistake and email exchanges with the College Board representatives. All excess exams were returned unopened, and they were returned to the College Board together with the used exams.

On August 5, 2019, Ms. DeJesus provided the OIG three emails. One email informs Ms. Farrell about the excess exams, the other emails are her correspondence with College Board representative Jessica Bruce about the excess exams (**Exhibits 1, 2, and 3 respectively**).

The District's Advanced Placement (AP) Coordinator's Manual 2018-19, page-19, shows the timelines that AP-Coordinators must order the Advanced Placement exams for student testing. The timeline confirms that Ms. DeJesus ordered the AP exams prior to the final deadline established by the College Board (**See Table 1**).

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(Table 1) 2019 AP-Exam Ordering Deadlines

Priority Deadline: Submit orders by this date to ensure timely processing and delivery.	March 29, 2019
Deadline for Ordering Pre-administration Materials: Can be placed only with initial exam order. Orders placed by March 13, 2019, will be delivered by April 5, 2019. Orders placed between March 14, 2019, and April 3, 2019, will be delivered by April 15, 2019.	April 3, 2019
Extension Deadline: Each order received after this date incurs a \$55 late fee (excluding alternate exam orders).	April 12, 2019
Final Deadline:	April 19, 2019 Orders placed by April 19, 2019, will be delivered by April 29, 2019
Deadline for Ordering Alternate Exams for Late Testing: Coordinators should call AP Services for Educators if an emergency occurs after these dates.	May 10-17, 2019

Ms. DeJesus inadvertently ordered 536 excess exams for three subject areas: 156 for American Government, 190 for United States History, and 190 for Human Geography Advanced Placement exams.

The OIG reviewed the College Board Advanced Placement Exam Ordering Split Shipment Week-1 and the College Board Advanced Placement Exam Ordering Split Shipment Week-2. The review confirmed that the 536 excess Advanced Placement Exams were returned to the College Board (**Exhibit 4**).

School District Accounts Payable Manager Bob Rucinski provided the OIG a College Board Invoice for Services record that verifies that the District received a credit for the unused exams that were inadvertently over ordered (**Exhibit 5**).

CONCLUSION

The allegation that William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus intentionally ordered excessive College Board/Advanced Placement (AP) exams was **unsubstantiated**. The investigation determined that Ms. DeJesus inadvertently ordered excess AP Exams. Ms. DeJesus initially ordered (AP) exams on April 18, 2019, which was consistent with the 2018-19 Advanced Placement Coordinator Manual required timeline, (**See Table 1**). The excess unused exams ordered by Ms. DeJesus were returned to the College Board. Advanced Placement exams are administered to students in May. A review of May 15 and May 30, 2019, emails between Ms. DeJesus and the College Board representative Jessica Bruce, shows that Ms. DeJesus inadvertently over-ordered 536 excess exams. The emails corroborate that Ms. DeJesus showed a good-faith effort to adjust the number of excess exams that she mistakenly over-ordered.

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Misuse of District Assets/Resources at William T. Dwyer Community High School

College Board representative Jessica Bruce made the adjustments on May 30, 2019. Ms. DeJesus' error did not cause any financial loss to the school or the District.

2. William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus told students not to indicate the date the exam was administered on the tests. Allegation Unfounded.

The anonymous complainant also alleged that Ms. DeJesus told students not to indicate the date the exam was administered on the tests. The OIG investigation determined that the allegation that Ms. DeJesus ordered students not to indicate the date the exam was administered was unfounded.

The following is a recap of the testimony provided by the witnesses.

Assistant Principal Farrell: Students were not instructed by the testing proctors or administrators not to indicate the dates they took their College Board/Advanced Placement Exam(s). The College Board predates the exams. After completion of an AP exam, they are collected, secured, and shipped to the College Board for review. The school does not retain copies of any AP exams taken by students.

Guidance Counselor DeJesus: Ms. DeJesus stated she did proctor AP exams for the 2018-19 school year. She did not instruct students not to indicate the date when the exam was taken. The College Board predates the AP exams.

Guidance Counselor Saavedra: Ms. DeJesus oversees the College Board/Advanced Placement (AP) testing at the school, assisted by Guidance Counselor Donna Masterson. Testing proctors and administrators are selected based on availability of staff members or parents. Ms. DeJesus chooses the administrators and proctors to administer or monitor the AP testing process. Ms. Saavedra did not know if Ms. DeJesus told the students not to indicate the date was administered on the tests.

William T. Dwyer Community High School Staff: The OIG interviewed eleven staff members (staff member are listed in the Individuals Covered section of this report) that proctored or administered the Advanced Placement exam during the 2018-19 school year. All staff members stated they did not instruct students not to indicate the date the exams were administered.

The used answer sheets and the used AP exams are returned to the College Board for review, no used answer sheets or AP exams are retained at the school. The OIG did not obtain have any evidence to support the allegation that students were told not to indicate the date on the test(s) when they took their AP exam(s).

CONCLUSION

The allegation that William T. Dwyer Community High School Guidance Counselor Sulimar DeJesus told students not to indicate the date the exam was administered on the tests was **unfounded**. The testimony of all staff members interviewed was consistent and revealed that Ms. DeJesus did not direct the testing proctors or the administrators to tell students not to show the date the exam was taken.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL
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Misuse of District Assets/Resources at William T. Dwyer Community High School

RECOMMENDATION

- No action is recommended.

AFFECTED PARTY NOTICE

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on October 22, 2019, Ms. Sulimar DeJesus was notified of the investigative conclusions and provided with an opportunity to submit a written response to these conclusions. On October 22, 2019, Ms. Sulimar responded via email. Her response is attached to this report as **(Exhibit 7)**. In her response, Ms. DeJesus wrote, "I agree with this report and its findings."

DISTRIBUTION

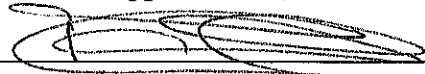
Palm Beach County School Board Members
Donald E. Fennoy II, Superintendent
Audit Committee Members
OIG File

SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL
OIG FINAL REPORT OF INVESTIGATION

Misuse of District Assets/Resources at William T. Dwyer Community High School

Investigation Conducted by:

Robert Sheppard, CIGI, Senior Investigator


_____ Date

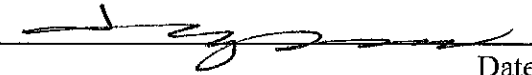
Investigation Supervised by:

Oscar Restrepo, CIG, CIGI, Director of Investigations


_____ Date

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General


_____ Date

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.

Exhibit #1
May 8, 2019, Email between
Guidance Counselor
Sulimar DeJesus
&
Assistant Principal Shannon Farrell



Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

AP Exams

1 message

Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
To: Shannon Farrell <shannon.farrell@palmbeachschools.org>
Bcc: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

Wed, May 8, 2019 at 8:05 PM

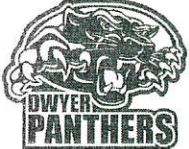
Good Evening,

I wanted to make you aware of an error with the ordering of AP Govt. AP US History, and AP Human Geo. exams. When I placed the initial order, the number of exams was correct. Upon changing the amount of exams due to less students testing, rather than subtracting those exams, it added the additional amounts therefore, doubling the order for those exams. I did not notice anything out of the ordinary until I received the packages. I printed the invoice, noticed the numbers were doubled and contacted Collegeboard. I spoke with two different representatives who made note on the account. The directions were to note the discrepancy when I return the extra exams and they would adjust the invoice accordingly.

I will alert you of any changes.

Thank you

--
Mrs. Sulimar DeJesús, M.S.
School Counselor
Last names MU-SE
William T. Dwyer High School



RECEIVED
AUG 05 2019
INSPECTOR GENERAL

Exhibit #2

May 15, 2019, Email between

Guidance Counselor

Sulimar DeJesus

&

College Board Representative

Jessica Bruce

The adjusted amount resulted in the extra exams.

These are all extras:

156 AP Govt. exams.

190 AP Human

190 AP US history extra.

This is my second year as AP coordinator and I am learning as I go. When I received the packages I panicked. I now know where my error was.

I sincerely hope it can be remedied. However I also understand if it cannot. The Assistant Principal is aware who oversees AP and AICE exams. I appreciate you contacting me with this discrepancy and my concern.

I have been absolutely sick about it! I think I called twice to ensure it was on record.

Should you need additional information please let me know. I am also a full time school counselor so I am beyond overwhelmed!

Thank you



On Wed, May 15, 2019 at 12:35 PM Jessica Bruce <jbruce@collegeboard.org> wrote:

Good Afternoon,

I have received your issue regarding additional exam materials that you received for Human Geography and Government and Politics. Could you please confirm how many exams you intended to order in each subject? Once I have those numbers, I will review if an exception can be made for unused exam fees.

Best Regards,

Jessica Bruce Lead Customer Care Specialist

Customer Care Services

The College Board

T 571.485.3246 F 216.916.4365

jbruce@collegeboard.org

To: Bruce, Jessica <jbruce@collegeboard.org>

Subject: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt_5002A1XnFC3:ref]

Good Afternoon,

The error was that I accidentally adjusted the order, thinking because it allowed me to do so, the exams hadn't been processed yet. Not realizing I doubled the order. I subtracted a few exams due to IB conflicts.

It should have been:

AP US Govt. and Politics US - 157

AP US History: 213

AP Human Geo - 207

The adjusted amount resulted in the extra exams.

These are all extras:

156 AP Govt. exams.

190 AP Human

190 AP US history extra.

536

This is my second year as AP coordinator and I am learning as I go. When I received the packages I panicked. I now know where my error was.

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Best Regards,

Jessica Bruce *Lead Customer Care Specialist*

Customer Care Services

The College Board

T 571.485.3246 F216.916.4365

jbuce@collegeboard.org

Clearing a path for all students to own their future

ref:_00DF05YBt_5002A1XnFC3:ref

Mrs. Sulimar DeJesús, M.S.

School Counselor

Last names MU-SE

William T. Dwyer High School





Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

RE: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

2

1 message

Bruce, Jessica <jbruce@collegeboard.org>
To: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

Wed, May 15, 2019 at 1:44 PM

Good Afternoon,

3 Hopefully this email will alleviate some stress. We will be waiving the unused exams fees in these three exam areas as a one time courtesy. Note this this exception is only for overage and not for any students who decide not to test at the last second. If you receive your invoice and see any issues, please feel free to reach out to me directly.

Best Regards,

Jessica Bruce *Lead Customer Care Specialist*
Customer Care Services

The College Board
T 571.485.3246 F 216.916.4365
jbruce@collegeboard.org

Clearing a path for all students to own their future



2 **From:** Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Wednesday, May 15, 2019 12:48 PM
To: Bruce, Jessica <jbruce@collegeboard.org>
Subject: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

Good Afternoon,

The error was that I accidentally adjusted the order, thinking because it allowed me to do so, the exams hadn't been processed yet. Not realizing I doubled the order. I subtracted a few exams due to IB conflicts.

It should have been:

AP US Govt. and Politics US - 157

AP US History: 213

AP Human Geo - 207

Clearing a path for all students to own their future

ref:_00DF05YBt,_5002A1XnFC3:ref

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Mrs. Sulimar DeJesús, M.S.

School Counselor

Last names MU-SE

William T. Dwyer High School



Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Exhibit #3

May 30, 2019, Email between

Guidance Counselor

Sulimar DeJesus

&

College Board Representative

Jessica Bruce

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Thursday, May 30, 2019 1:28 PM
To: Bruce, Jessica <jbruce@collegeboard.org>
Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt_5002A1XnFC3:ref]

Good Afternoon,

I just want to verify my overall invoice has been adjusted before I start the process.
Can you let me know, please?

Thank you

On Wed, May 15, 2019 at 1:44 PM Bruce, Jessica <jbruce@collegeboard.org> wrote:

Good Afternoon,

Hopefully this email will alleviate some stress. We will be waiving the unused exams fees in these three exam areas as a one time courtesy. Note this this exception is only for overage and not for any students who decide not to test at the last second. If you receive your invoice and see any issues, please feel free to reach out to me directly.

Best Regards,

*Jessica Bruce Lead Customer Care Specialist
Customer Care Services*

The College Board

T 571.485.3246 F216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Wednesday, May 15, 2019 12:48 PM

On Thu, May 30, 2019 at 1:45 PM Bruce, Jessica <jbruce@collegeboard.org> wrote: L)

I would contact the district and explain the situations and ask them the best way to proceed if you are not able to generate the invoice without the fee. They may need confirmation attached to the invoice that we have agreed to waive the unused exam fees.

Jessica Bruce *Lead Customer Care Specialist*
Customer Care Services

The College Board

T 571.485.3246 F216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

Sent: Thursday, May 30, 2019 1:40 PM 3

To: Bruce, Jessica <jbruce@collegeboard.org>

Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

Thank you for responding so quickly.

Since this is going to the school district as Palm Beach County pays for all exams, what is the easiest way for her to do that since the district submit the payment.

I just print the invoice and give it to the secretary.

On Thu, May 30, 2019 at 1:37 PM Bruce, Jessica <jbruce@collegeboard.org> wrote: <

When going through the process, you may be to use the AP Services Approved reason for waiving the unused exam fees. If it does not allow you to do so, the fees will be waived on our end so you subtract that amount when submitting payment.

Jessica Bruce *Lead Customer Care Specialist*
Customer Care Services

The College Board

T 571.485.3246 F216.916.4365

The College Board

T 571.485.3246 F216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

Sent: Thursday, May 30, 2019 1:58 PM

To: Bruce, Jessica <jbruce@collegeboard.org>

Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

This is what it's showing. I'm new to this so I don't know how I would subtract my overages and what you all approved.

Submit Your Invoice

WILLIAM T DWYER HIGH SCHOOL 101338

Please submit your invoice electronically by clicking the "Submit Invoice" button below. Please review your invoice carefully before submitting. If you need to make any edits to your invoice, you can do so by clicking the "Edit Invoice" button. Any differences between the information provided in this invoice and the actual materials received may result in an adjustment to the amount your school owes the AP Program.

NOTE: After submitting your invoice, you must also print and mail the "Program Copy" of your completed invoice with payment to the AP Program. The postmark deadline for returning your invoice with payment is June 15th. If you generate your invoice or mail it to the AP Program after June 15th, a \$225 late fee charge will be assessed.

Please note: Some states require schools claiming state fee reductions to send them a copy of this invoice. For states that require a copy of the invoice, a "State Copy" will automatically print out with the state contact information included. You should mail, email, or fax the "State Copy" of the invoice to the state contact provided. Check the State AP Exam Fee Assistance page for more information on state-specific fee reduction requirements.

Postmark deadline: June 15th

Your Info
Sulimar Dejesus
sulimar.dejesus@palmbeachschools.org
WILLIAM T DWYER HIGH SCHOOL
• Update School Information
• Update Personal Information

Edit Invoice Submit Invoice

Table with 4 columns: Items, Quantity, Fee per Item, Total. Rows include A. Used exams (960, \$85.00, \$81,600.00) and B. Unused exams (688, \$15.00, \$10,320.00).

C. Late Testing Exam surcharge	32	\$45.00	\$1,440.00
D. Exam Orders placed after the Extension Deadline	1	\$55.00	\$55.00
E. Score Labels	0	\$100.00	\$0.00
F. Late payment fee	0	\$225.00	\$0.00
Total Fees			\$93,415.00

Credits

Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	62	\$15.00	\$930.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	0	\$32.00	\$0.00
L. Contractual Credit	0	\$0.00	\$0.00
M. Option 1 Florida Fee Reduction	0	\$0.00	\$0.00
N. Option 2 Florida Fee Reduction	0	\$0.00	\$0.00
Adjustments:			\$0.00
Total Credits			\$930.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$92,485.00

T 571.485.3246 F216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Thursday, May 30, 2019 2:40 PM
To: Bruce, Jessica <jbruce@collegeboard.org>
Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt_5002A1XnFC3:ref]

My bad! Yes, I just did

On Thu, May 30, 2019 at 2:39 PM Bruce, Jessica <jbruce@collegeboard.org> wrote: B J

If you are currently in the AP Ordering tool, could you log out? It keeps asking me for your password so I think that may be the problem.

Jessica Bruce Lead Customer Care Specialist

Customer Care Services

The College Board

T 571.485.3246 F216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Thursday, May 30, 2019 2:37 PM B J
To: Bruce, Jessica <jbruce@collegeboard.org>
Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt_5002A1XnFC3:ref]

Ok, thank you

On Thu, May 30, 2019 at 2:26 PM Bruce, Jessica <jbruce@collegeboard.org> wrote: B J

I am going to log into your account and see if I am able to correct. I will circle back with you shortly.

Thanks,

Jessica Bruce Lead Customer Care Specialist

Customer Care Services



Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

3

RE: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

1 message

Bruce, Jessica <jbruce@collegeboard.org>
To: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>

Thu, May 30, 2019 at 2:51 PM

I think I fixed it. Please take a look and let me know if you have any other questions or issues.

Best regards,

Jessica Bruce *Lead Customer Care Specialist*

Customer Care Services

The College Board

T 571.485.3246 F 216.916.4365

jbruce@collegeboard.org

Clearing a path for all students to own their future

RECEIVED
AUG 5 2019

INSPECTOR GENERAL

From: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
Sent: Thursday, May 30, 2019 2:45 PM
To: Bruce, Jessica <jbruce@collegeboard.org>
Subject: Re: [EXTERNAL] Re: Extra Exam Materials Received (Case 04850376) [ref:_00DF05YBt._5002A1XnFC3:ref]

Of course

dejesus79

Orange22@

RECEIVED
AUG 05 2019

INSPECTOR GENERAL

On Thu, May 30, 2019 at 2:43 PM Bruce, Jessica <jbruce@collegeboard.org> wrote: 5 9

It's still asking me for your password. Would you be willing to share it with me so I can investigate? You can change it afterward. I have tried every way to get around it that I can think of.

Jessica Bruce *Lead Customer Care Specialist*

Customer Care Services

The College Board

Exhibit #4

College Board, AP Exam Ordering Split
Shipment Weeks 1 & 2

William T. Dwyer Community High School

Total 955 955 521 521 521 148 285 432 9

Discrepant Quantities

Exam Code/Title	Quantity	Reason for Discrepancy
7 United States History	190	Shipping Overage ✓
57 Government & Politics: United States	156	Shipping Overage ✓

Split Shipment **Week 2 Packing List**

WILLIAM T DWYER HIGH SCHOOL

School Code: 101338

Coordinator's Name: MARY FAITH SAAVEDRA

Phone Number: (561) 625-7823

8/28/2019 11:50 a.m.

Note: this form must be completed electronically, not by hand.

Print two copies of each Packing List you submit. One must be returned with your exam shipment. Use the second copy for your reference when generating your invoice online. The values you enter on this page will NOT appear automatically on the invoice you must generate online.

Are you returning an incident report in this shipment? **No**

Are you returning exams administered to student(s) who tested with non-standard accommodations in this shipment? **Yes**

Please enter the number of cartons you are returning with your shipment: **6**

Split-Shipment Week 2 Shipment

Exam Code	Exam Title	Ordered	Shipped	Used Materials				Unused Exams	Returned CDs/Online Submissions
				Answer Sheets	Free-Response Booklets	Multiple-Choice Booklets	Orange Booklets		
20	Biology	5	5	5	5	5		0	
66	Calculus AB	38	38	35	35	35		3	
68	Calculus BC	8	8	5	5	5		3	
53	Human Geography	397	397	168	168	168		229	
36	English Language and Composition	146	146	137	137	137	137	9	
35	Macroeconomics	3	3	3	3	3		0	
90	Statistics	5	5	4	4	4		1	
34	Microeconomics	3	3	3	3	3		0	
31	Computer Science A	2	2	2	2	2		0	
Total		607	607	362	362	362	137	245	0

Discrepant Quantities

Exam Code/Title	Quantity	Reason for Discrepancy
53 Human Geography	190	Shipping Overage

Late Testing Exam Packing List

WILLIAM T DWYER HIGH SCHOOL

School Code: 101338

Coordinator's Name: MARY FAITH SAAVEDRA

Phone Number: (561) 625-7823

8/28/2019 12:00 p.m.

Note: this form must be completed electronically, not by hand.

Print two copies of each Packing List you submit. One must be returned with your exam shipment. Use the second copy for your reference when generating your invoice online. The values you enter on this page will NOT appear automatically on the invoice you must generate online.

Are you returning an incident report in this shipment? **No**

Are you returning exams administered to student(s) who tested with non-standard accommodations in this shipment? **Yes**

Please enter the number of cartons you are returning with your shipment: **1**

Late-Testing Exam Shipment

Exam Code	Exam Title	Ordered	Shipped	Used Materials					Unused Exams	Returned CDs/Online Submissions
				Answer Sheets	Free-Response Booklets	Multiple-Choice Booklets	Short-Answer Response booklets (History exams)	Orange Booklets		
57	Government & Politics: United States	6	6	4	4	4			2	
7	United States History	1	1	0	0	0	0	0	1	
68	Calculus BC	2	2	1	1	1			1	
53	Human Geography	29	29	25	25	25			4	
36	English Language and Composition	1	1	1	1	1		1	0	
90	Statistics	1	1	0	0	0			1	
Total		40	40	31	31	31	0	1	9	0



View Cumulative Order

Review the summary below to make sure it accurately reflects your order. If an item is missing, please contact [AP Services for Educators](#). Please note: Schools will be charged an unused exam fee for each exam that is not used.

August 28, 2019

Sort by: Alphabetical Order ▾

[Print This Page](#)

- Preadministration material orders placed by **March 13** will be delivered by **April 5**.
- Preadministration material orders placed by **April 3** will be delivered by **April 15**.

Split Shipment Participant

Exam Admin Date / Time ⁺	Exams	Ordered	Shipped ⁺⁺
May 13 / 8:00 AM	Biology	5	5
May 14 / 8:00 AM	Calculus AB	38	38
May 14 / 8:00 AM	Calculus BC	8	8
May 09 / 8:00 AM	Chemistry	5	5
May 17 / 12:00 PM	Computer Science A	2	2
May 15 / 8:00 AM	English Language and Composition	146	146
May 08 / 8:00 AM	English Literature and Composition	133	133
May 06 / 12:00 PM	Environmental Science	63	63
May 06 / 8:00 AM	Government & Politics: United States	313	313
May 14 / 12:00 PM	Human Geography	397	397 *
May 15 / 12:00 PM	Macroeconomics	3	3
May 17 / 8:00 AM	Microeconomics	3	3
May 07 / 12:00 PM	Physics 1: Algebra-Based	28	28
May 09 / 12:00 PM	Psychology	1	1
May 07 / 8:00 AM	Spanish Language and Culture	7	7
	<u>Online Submission</u>	N/A	N/A
	<u>Master Listening CD</u>	1	1
	<u>Master Persuasive Essay/Speaking 2-disc CD</u>	1	1
May 16 / 12:00 PM	Statistics	5	5

May 10 / 8:00 AM	Studio Art:2D Design	6	6
May 10 / 8:00 AM	Studio Art:3D Design	3	N/A
May 10 / 8:00 AM	Studio Art:Drawing	10	10
May 10 / 8:00 AM	United States History	403	403

Late Admin Date / Time ⁺	Exams	Ordered	Shipped ⁺⁺
May 24 / 8:00 AM	Calculus BC	2	2
May 22 / 8:00 AM	English Language and Composition	1	1
May 24 / 8:00 AM	Government & Politics: United States	6	6
May 24 / 8:00 AM	Human Geography	29	29 *
May 22 / 8:00 AM	Statistics	1	1
May 23 / 8:00 AM	United States History	1	1

Late Admin Date / Time ⁺	Braille and Large-Type Exam Materials	Ordered	Shipped ⁺⁺
May 24 / 8:00 AM	Human Geography (14-point Large-Type)	1	1 *

Exception Admin Dates	Exams	Ordered	Shipped ⁺⁺
May 29 - May 31	Calculus BC	2	2
May 29 - May 31	Government & Politics: United States	1	1
May 29 - May 31	United States History	28	28

Ancillary Materials	Ordered	Shipped
AP UPS Domestic 2nd Day Return Label	28	28
Answer Sheet 20PK	78	78
Answer Sheet Envelopes	31	31
Answer Sheet Single	71	71
Coordinator Pack	11	11
Coordinator Pack	1	1
Exam Instructions	8	8
History S/A book return envelope	20	20
Large Block Answer Sheet	1	1
Student Pack 10PK	67	67

*** Shipped orders should arrive at least 5 days (for domestic schools) or 10 days (for non US addresses) before your first administration date. Because orders that are being processed cannot be altered, they also appear in the shipped column.

Total Number of Students: 656 Total Number of Exams: 1651

Total Number of Exams Qualifying for AP Exam Fee Reductions: 0

Exhibit #5

College Board/Advanced Placement

Bill for Services



BILL FOR SERVICES

Keep this stub for your records.

P.O. Box 21535, New York, NY 10087-1535

PAYMENT FOR THIS BILL IS 63 DAYS OVERDUE

101338

SCHOOL DIST OF PALM BEACH CTY
BUSINESS OFFICE
3354 FOREST HILL BLVD

WEST PALM BEACH FL 33406

ACCOUNT NUMBER	BILLING DATE
101338	09/01/19

AMOUNT DUE	DATE PAID
\$2285.00	

PAYMENT IS DUE UPON RECEIPT.
Questions regarding this statement should be directed to AP Services for Educators.
Phone: 212-632-1781 or toll free 877-274-6474
Fax: 609-538-6210
Email: apexams@info.collegeboard.org

CHARGES LISTED ARE FOR THE 2019 ADMINISTRATION.

Quantity	Type of Service	Fee	Amount
930	USED EXAMINATIONS	85.00	79050.00
649	UNUSED EXAMINATIONS	15.00	9735.00
	LATE PAYMENT FEE WA 08/21/19	.00	-225.00
536	UNUSED EXAM CREDIT	15.00	-8040.00 *
1	LATE PAYMENT CHARGE	225.00	225.00
	PAYMENT RECEIVED 06/25/19	.00	84445.00
10	LATE UNUSED EXAMS	15.00	150.00
62	LATE USED EXAMS	85.00	5270.00
62	UNUSED EXAM CREDIT-LATE TAKEN	15.00	-930.00
28	LATE TESTING EXAM SURCHARGE	45.00	1260.00
2	LATE TESTING EXAM SURCHARGE	45.00	90.00
1	LATE TESTING EXAM SURCHARGE	45.00	45.00
1	LATE TESTING EXAM SURCHARGE	45.00	45.00
1	LATE ORDER SHIPPING CHARGE	55.00	55.00
TOTAL FEE		\$86730.00	
AMOUNT PAID		\$84445.00	
AMOUNT DUE			\$2285.00

Detach, complete, and enclose this bottom portion with your payment.

For billing inquiries call 212-632-1781 or toll free: 877-274-6474

BILL FOR SERVICES

101338
SCHOOL DIST OF PALM BEACH CTY
BUSINESS OFFICE
3354 FOREST HILL BLVD
WEST PALM BEACH FL 33406

ACCOUNT NUMBER	P/J	AMOUNT DUE	AMOUNT ENCLOSED
101338	18132	\$2285.00	
Send check or money order, made payable to: AP Exams. Do not send cash.			

Robert Rucinski
Accounts Payable Manager
561-434-8701

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Bob Rucinski <bob.rucinski@palmbeachschools.org>

Tue, Sep 24, 2019 at 2:26 PM

Thank you sir!!!
[Quoted text hidden]

--
Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306

9/25/2019

School District of Palm Beach County Mail - College Board

West Palm Bch, FL 33406

Phone: (561) 648-6877

PX# 46877

Email: Robert.Sheppard@palmbeachschools.org



Robert Sheppard <robert.sheppard@palmbeachschools.org>

College Board

3 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Bob Rucinski <Bob.Rucinski@palmbeachschools.org>

Sun, Sep 22, 2019 at 11:37 AM

Good morning Rob,

This is Robert Sheppard with the I.G.'s office, if possible, could you please provide my office information in regards to the District payment(s) to the College Board (Advanced Placement (AP) Exams) for the 2018-19 school year at Dwyer Community High School...

specifically:

- Do we (District) receive the deliverable's before payment, or deliverable's after payment?
- How much did we pay (2018-19) Dwyer H.S.?
- Did we incur any penalties for late payments (2018-19) Dwyer H.S.?

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Bob Rucinski <bob.rucinski@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Sep 24, 2019 at 1:42 PM

Two invoices below were paid to College Board on behalf of William T Dwyer. The first invoice is the initial payment for the exams \$84445.00. The second invoice is after the face once all exams were taken or returned

02415712



AP Exam Ordering

AP Exam Invoice; Program Copy

5/30/2019 14:54

Make check payable to **AP Exams** and mail this invoice with payment by **June 15th, 2019** to:
College Entrance Examination Board
P.O. Box 21535
New York, NY 10087-1535

101338 [copy]
WILLIAM T DWYER HIGH SCHOOL
13601 NORTH MILITARY TRAIL
PALM BCH GARDENS, FL 33418

V1657

AP Coordinator Name: Sulimar Dejesus

Phone: 561-685-7822

AP Coordinator Email: Sulimar.dejesus@palmbeachschools.org

Check Number: _____

This invoice cannot be processed if the following information is not provided. Please sign all copies.

I verify that all of the information provided is accurate to the best of my knowledge.

Sulimar Dejesus
Print Name

Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	960	\$85.00	\$81,600.00
B. Unused exams	152	\$15.00	\$2,280.00
C. Late Testing Exam surcharge	32	\$45.00	\$1,440.00
D. Exam Orders placed after the Extension Deadline	1	\$55.00	\$55.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
Total Fees			\$85,375.00

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	62	\$15.00	\$930.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	0	\$32.00	\$0.00
L. Contractual credit	0	\$0.00	\$0.00
M. Option 1 Florida Fee Reduction	0	\$0.00	\$0.00
N. Option 2 Florida Fee Reduction	0	\$0.00	\$0.00
Adjustments			\$0.00
Total Credits			\$930.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$84,445.00

✓
6/6

PO # 2019010441

Receipt # 879045

Exhibit #6
Advanced Placement (AP)
Coordinator's Manual 2018-19

AP[®]

CollegeBoard

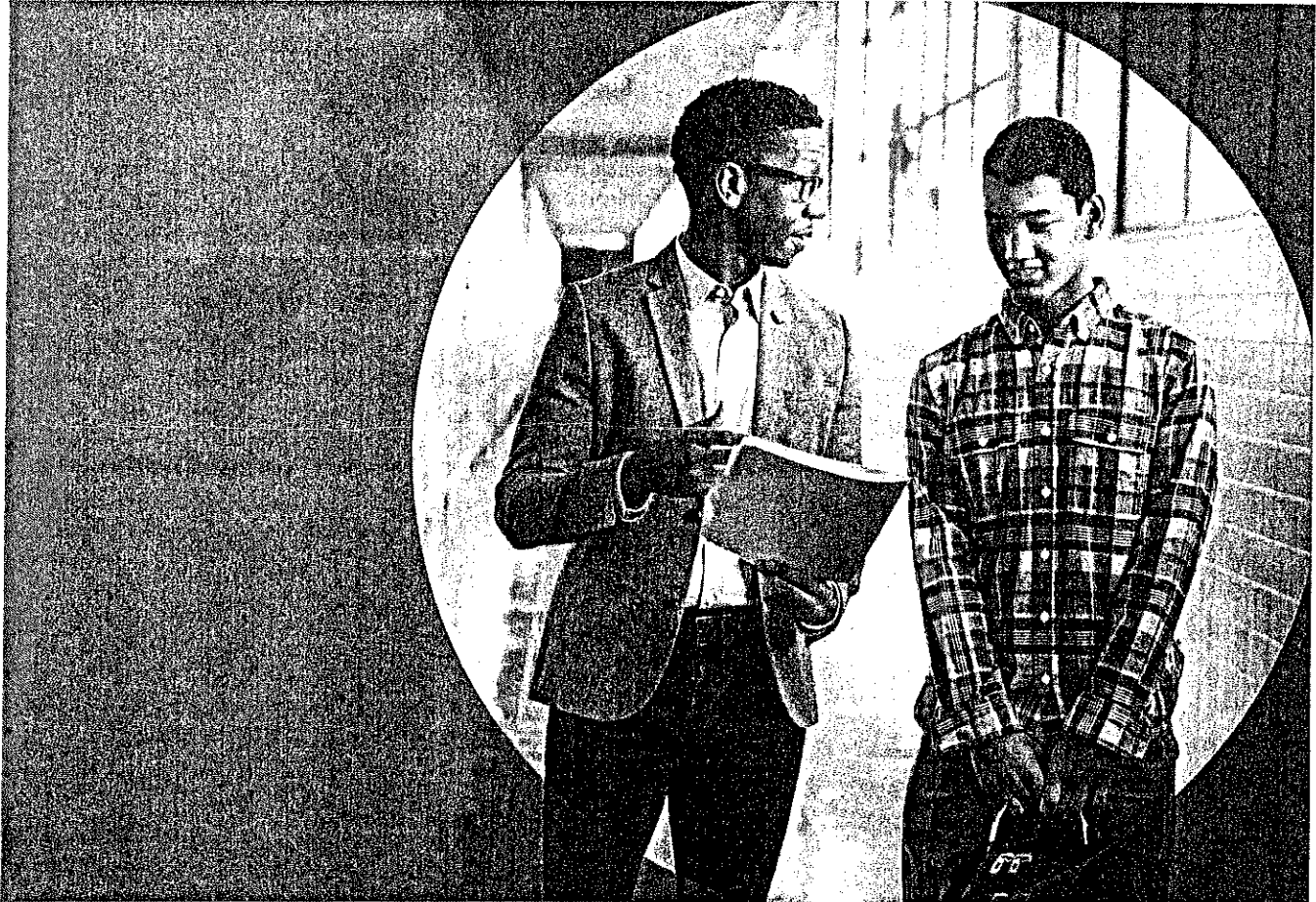
AP[®] Coordinator's Manual

2018-19



EXAM DATES

May 6-10 | May 13-17



Returning Exam Materials

When to Return Exam Materials

Schools that ordered 150 or more regularly scheduled AP Exams and who are administering exams over both weeks of the AP Exam administration are automatically enrolled in and required to use the split shipment program. With the split shipment program, schools return the first week's AP Exam materials at the beginning of the second week of testing, and return the second week's AP Exam materials by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration.

Schools that ordered fewer than 150 regularly scheduled AP Exams (or any number of alternate exams for late testing) need to ship their exam materials before the close of the business day following the school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). For example, a school that administers its last regularly scheduled exam on a Friday, must return its exams by the end of the day on Monday. If you have any issues with the pickup of your return shipment, please call AP Services for Educators for assistance.

Log in to the DAS portal to upload and submit all student audio response files for AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exams. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam administration period. Submitting files after this point could result in score delay.

Exam materials must be repacked in the special carton(s) in which they were received. Using other cartons may delay receipt or result in a damaged shipment. If your cartons have been discarded or damaged, contact AP Services for Educators. AP coordinators should keep proof of shipping information.

Schools should return shipments as follows:

Returning Regularly Scheduled Exams Administered May 6–10 or May 13–17

- Schools that ordered fewer than 150 exams: Return exams in one shipment by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration. Follow the instructions for creating a packing list, and the packing and shipping instructions on pages 76–79.
- Schools that ordered 150 or more exams: Exams must be returned following the split shipment instructions sent to the AP coordinator. Schools return the first week's AP Exam materials at the beginning of the second week of testing, and return the second week's AP Exam materials by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration. See page 75.
- Braille and large-type exam materials administered on the regularly scheduled exam dates are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.

- ATC, multiple-day testing, and greater than 20-point exam materials are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.
- The Selected Works (Quality) sections of the Studio Art 2-D Design and Drawing portfolios should be returned as a separate shipment from the exams, with its own completed packing list.

Returning Alternate Exams for Late Testing Administered May 22–24

- Exams administered on the late-testing dates should be returned in one shipment. (There is no split shipment option for late-testing.)
- Braille and large-type exam materials administered on the late-testing dates are shipped to schools separately from the regular exam materials and should be returned separately.
- ATC, multiple-day testing, and greater than 20-point exam materials are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.

Saturday, June 1, is the deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.

Preparing Materials for Return

Create a Packing List

To return exam shipments, you must go to collegeboard.org/apordering, sign in to the AP Exam Ordering website, and create a packing list by entering the necessary information. You may also edit and save packing lists.

For each shipment (whether one carton or more), you must submit your packing list electronically. Please make sure that you enter your package counts correctly, and that you hit SUBMIT before printing your packing list. Print copies of your packing list:

1. one for inclusion in your exam shipment,
2. one for your reference when generating an invoice online,
3. and, if applicable, one for your Studio Art shipment.

Place packing list #1 on top of all materials in the carton you have identified as carton 1 of X cartons you are returning to the AP Program (see instructions for labeling your shipment on page 79). Each returned exam shipment or Studio Art portfolio shipment must include a completed copy of the packing list.

Do NOT Return

Please do not return these items to the AP Program:

- 2018-19 AP Coordinator's Manual
- 2018-19 AP Exam Instructions books
- Used and unused Student Packs
- Exam booklet seals
- Unused return envelopes
- Unused Incident Report forms

- **Unused answer sheets**

To avoid any possibility of inadvertent error, or mishandling, we ask that you keep all unused answer sheets until the end of September 2019. You may **not** use unused answer sheets for the following year's administration. The AP Program may contact schools until then in the event that a school mistakenly fails to return a used answer sheet because it was accidentally stored with the unused answer sheets.

- *AP Preadministration Instructions* booklet
- Unused Studio Art portfolio envelopes
- Chinese and Japanese scratch paper (used scratch paper must be destroyed)
- Chinese and Japanese Setup CDs

Returning Exams Using Split Shipment

For schools with orders of 150 or more regularly scheduled exams:

1. After exam orders are placed, the AP Program will mail coordinators detailed instructions for returning exam materials using the split shipment program. (Schools outside the United States will also receive an international return kit.) Return materials following the instructions you receive to avoid potential score delays.
2. Coordinators will need to sign into collegeboard.org/apordering to complete a packing list for **each week's** shipment.
3. You'll get courier return labels for each exam shipment carton sent to your school.
4. Pack cartons following the instructions on page 76. For each week (week 1 and week 2), put the packing list for that week on top of the exam materials in the first carton being returned to the AP Program (carton 1 of x).
5. Any materials affected by testing incidents and/or regular-format exams administered with extended time, and any Nonstandard Administration Reports (NARs) must be returned with the corresponding week's materials.
6. Ship week 1 exam materials no later than **Monday, May 13**. Label all four sides of every week 1 carton you're returning with the supplied **Week 1** labels.
7. Ship week 2 exam materials no later than **Monday, May 20**.

Studio Art portfolios and braille or large-type exams are shipped separately with their own shipping notice. Coordinators need to create and submit packing lists for these exams **separately** from their split shipment week 1 and week 2 packing lists.

ATC-format exams, multiple-day testing exams, and exams with greater than 20-point font are also shipped separately with their own shipping notice. This shipping notice is used as a packing list when these exam materials are returned in the same envelope or carton they were shipped in.

Returning Exams for Students with Disabilities

Regular-format exams ordered online:

1. The exam proctor completes the Nonstandard Administration Report (provided by the SSD coordinator).
2. The AP coordinator checks the number of exams being returned against the AP Shipping Notice, and generates

a packing list. (When generating the invoice online, AP coordinators will be asked to explain any discrepancies, e.g., reader copies.)

3. The AP coordinator prepares materials for return to AP Services and returns completed NARs, attaching (with paper clips) corresponding scannable answer sheets used for nonstandard exam administrations, and regular-format exam booklets. For students approved to type their free-response essays and short-answer responses, securely staple typed free-response essays to the **first page inside** free-response booklets and typed short-answer responses to the **first page inside** short-answer response booklets. Failure to do so may lead to the loss of responses.
4. The items listed above should be placed in the NAR return envelope in the first carton returned to AP Services. If all regular-format exams, answer sheets, and NARs don't fit in the envelope, wrap the envelope around the materials and secure them with a rubber band. A best practice is to make a copy of the NAR before submitting.
5. If there's an incident with an SSD administration, place the NAR, exam materials, and the Incident Report in the IR envelope.
6. Indicate any reader copies used with a nonstandard administration directly on the reader copy and follow directions noted on page 86.
7. Put your packing list in **carton 1 of X** of the return shipment.
8. Place blue and white SSD labels on all four outer sides of the first carton returning to AP Services. SSD labels are included in the AP Coordinator's Packet.
9. Keep proof of the return shipment for tracking purposes.

Braille, large-type, and ATC exams ordered online, but shipped separately:

Braille, large-type, and ATC exams must be returned in the cartons in which they were shipped to you (separate from your regular exams).

1. The exam proctor completes the NAR (provided by the SSD coordinator).
2. The AP and SSD coordinators check the number of braille and large-type exams being returned against the shipping notice sent with those exams. They also check the number of ATC exams being returned against the shipping notice sent with those exams.
3. The AP coordinator generates a packing list for all the braille and large-type exams. When returning these exams, select the option to print a packing list for these items. For ATC, multiple-day testing, and greater than 20-point exams the shipping notice serves as the packing list; the coordinator doesn't generate a packing list for ATC, multiple-day testing exams, and exams with greater than 20-point font.
4. The AP coordinator and SSD coordinator prepare the following materials for return to AP Services:
 - ◆ Completed NARs with corresponding answer sheets (large-block answer sheets, or scannable answer sheets when used with braille and large-type or ATC exams) attached with paper clips and inserted in the NAR return envelope. Include only the NARs and answer sheets in the envelope.
 - ◆ Braille, large-type, or ATC-format exams and master CDs.

Page 1 of the Answer Sheet

Item A (Signature):
Sign this only when
instructed by your
proctor on test day.

CollegeBoard AP
Answer Sheet 2019
AP Number Label
(from Student Pack)

COMPLETE THIS AREA AT EVERY EXAM. USE NO. 2 PENCIL ONLY.

I am aware of and agree to follow the policies and procedures in the 2018-19 Bulletin for AP Students and Parents to maintain the security of the exam and the validity of my AP score. I understand and accept that my exam score may be canceled if I do not follow these policies and procedures, if I disregard my exam day instructions, or if my exam is administered in an unauthorized location.

A. SIGNATURE Sign your legal name as it will appear on your college applications Date _____

B. LEGAL NAME | UNIT POSITIONS, if applicable
 Legal Last Name — First 15 Letters | Legal First Name — First 12 Letters

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K

C. YOUR AP NUMBER

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

D. AREA CODE AND PHONE NUMBER

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Page 1 of the Answer Sheet

- Item B: Print your legal name (last name, first name, and middle initial) and fill in the corresponding circles.

LEGAL NAME must be name printed on valid photo ID. No nicknames!
 Legal Last Name – family name
 Legal First Name – given name

See answer sheet #1 for test answers. Names, addresses and telephone numbers are not to be written on this answer sheet. If you are unable to read the instructions, please ask the invigilator for assistance. Do not write on this answer sheet.

A. SIGNATURE Sign your legal name as it will appear on your school application. (50)

B. LEGAL NAME Omit apostrophes, Jr., II

Legal Last Name – First 15 Letters	Legal First Name – First 12 Letters
A	A
B	B
C	C
D	D
E	E
F	F
G	G
H	H
I	I
J	J
K	K
L	L
M	M
N	N
O	O
P	P
Q	Q
R	R
S	S
T	T
U	U
V	V
W	W
X	X
Y	Y
Z	Z

H. A.P. EXAM I.A.S.
 TAKONG USING THIS ANSWER SHEET

Exam Name: _____ Form: _____ Exam Code: _____

Page 1 of the Answer Sheet

Item D (Exam Date): Put the date you are taking the exam.

Item E (Exam Start Time): Put the approximate start time of the exam. For example, if it will be around 9:05AM when you start your exam, fill in the circle for 9 AM.

Item F (Multiple-Choice Booklet Serial Number) and H (Exam Name, Form, and Form Code): Listen to your proctor to find this information.

Item G (Online Provider Code): Leave this blank if you do not know or did not take an AP course through an authorized online provider.

CollegeBoard AP
Answer Sheet 2019

AP Number Label
(from Student Packet)

AP Exam Label
(from Section 1 Booklet)

PAGE 1

COMPLETE THIS AREA AT EVERY EXAM USE NO. 2 PENCIL ONLY

1. NAME (Last, First, Middle Initial) _____
2. EXAM DATE (Month, Day, Year) _____
3. EXAM TIME (Start, End) _____
4. EXAM NAME (Form, Code) _____
5. AP COURSE NUMBER _____
6. AP EXAM DATE (Month, Day, Year) _____
7. AP EXAM TIME (Start, End) _____
8. AP EXAM NAME (Form, Code) _____

COMPLETE THIS AREA ONLY ONCE

9. SCHOOL YOU ATTEND (Name, Address, City, State, Zip) _____
10. SCHOOL CODE _____
11. AP SCORE REPORT (Yes/No) _____
12. AP SCORE REPORT (Yes/No) _____
13. AP SCORE REPORT (Yes/No) _____
14. AP SCORE REPORT (Yes/No) _____
15. AP SCORE REPORT (Yes/No) _____

AP SCORE REPORT

M. STUDENT SEARCH SERVICE

N. STUDENT SEARCH SERVICE

O. STUDENT SEARCH SERVICE

P. STUDENT SEARCH SERVICE

Q. STUDENT SEARCH SERVICE

R. STUDENT SEARCH SERVICE

S. STUDENT SEARCH SERVICE

T. STUDENT SEARCH SERVICE

U. STUDENT SEARCH SERVICE

V. STUDENT SEARCH SERVICE

W. STUDENT SEARCH SERVICE

X. STUDENT SEARCH SERVICE

Y. STUDENT SEARCH SERVICE

Z. STUDENT SEARCH SERVICE

Page 1: Student Information Area

In Item 1 (International Phone)

Write your phone number in the space provided.
Do not fill in the circles.

L. AREA CODE AND PHONE NUMBER											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
INTERNATIONAL PHONE											
+86 21 1111 5555											

COMPLETE THIS AREA ONLY ONCE

I. SCHOOL YOU ATTEND											
SCHOOL CODE						School Name					
0	0	0	0	0	0						
1	1	1	1	1	1						
2	2	2	2	2	2						
3	3	3	3	3	3						
4	4	4	4	4	4						
5	5	5	5	5	5						
6	6	6	6	6	6						
7	7	7	7	7	7						
8	8	8	8	8	8						
9	9	9	9	9	9						
City						Country					
State											
Country											

K. DATE OF BIRTH											
Month			Day			Year					
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0	0	0

L. COLLEGE TO RECEIVE YOUR AP SCORE REPORT											
COLLEGE CODE						Using the college code listed in the AP Student Pack, indicate the ONE college that you want to receive your AP score report.					
0	0	0	0	0	0	College Name					
1	1	1	1	1	1						
2	2	2	2	2	2						
3	3	3	3	3	3						
4	4	4	4	4	4						
5	5	5	5	5	5						
6	6	6	6	6	6						
7	7	7	7	7	7						
8	8	8	8	8	8						
9	9	9	9	9	9						
City						Country					
State											

M. CURRENT GRADE LEVEL											
<input type="radio"/> Not yet in 9th <input type="radio"/> 9th <input type="radio"/> 10th <input type="radio"/> 11th <input type="radio"/> 12th <input type="radio"/> No longer in high school						<input type="radio"/> 11th <input type="radio"/> 12th <input type="radio"/> No longer in high school					

N. STUDENT SEARCH SERVICE											
Colleges, scholarships, and educational programs may require your information to share educational and financial aid opportunities with you.											
Would you like to opt in?											
<input type="radio"/> Yes <input type="radio"/> No						<input type="radio"/> Yes <input type="radio"/> No					
If you don't answer and previously opted to participate in this service, we will continue providing your information.											

Page 1: Student Information Area

- In Item J (School You Attend), print the school code you printed on the front of your Student Pack and fill in the circles. (Also printed on your test center admission ticket)
- Then print the name, city, state, and country of your school.
- See next slide for examples.

COMPLETE THIS AREA ONLY ONCE.

L. AREA CODE AND PHONE NUMBER											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
INTERNATIONAL PHONE											

J. SCHOOL YOU ATTEND											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
SCHOOL CODE						SCHOOL NAME					
K. DATE OF BIRTH						City					
Jan	0	0	0	0	0	State					
Feb	1	1	1	1	1	Country					
Mar	2	2	2	2	2	Country					
Apr	3	3	3	3	3	Country					
May	4	4	4	4	4	Country					
Jun	5	5	5	5	5	Country					
Jul	6	6	6	6	6	Country					
Aug	7	7	7	7	7	Country					
Sep	8	8	8	8	8	Country					
Oct	9	9	9	9	9	Country					
Nov	0	0	0	0	0	Country					
Dec	1	1	1	1	1	Country					

L. COLLEGE TO RECEIVE YOUR AP SCORE REPORT											
AP SCORE REPORT											
<small>Using the unique code listed in the AP Student Pack, indicate the ONE college that you want to receive your AP score report.</small>											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
COLLEGE CODE						College Name					
City						State					
Country						Country					

M. CURRENT GRADE LEVEL											
<input type="radio"/> Not yet in 9th grade <input type="radio"/> 10th <input type="radio"/> 11th <input type="radio"/> 12th <input type="radio"/> Not longer in high school											

N. STUDENT SEARCH SERVICE*											
<small>Colleges, scholarships, and educational programs may request your information to share educational and financial aid opportunities with you. Would you like to opt in?</small>											
<input type="radio"/> Yes <input type="radio"/> No											
<small>If you don't answer and purposely opt to participate in this service, we will continue providing your information.</small>											

Answer Sheet

Page 1 Item J - examples

COMPLETE THIS AREA ONLY ONCE.

I. SCHOOL YOU ATTEND										School Name						
SCHOOL CODE										Bengaluru International School						
6	7	1	1	0	5	1	6	7	1	1	0	5	1			
0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1	1	1	1	1	1	1	1	1	1	1	1	1	1			
2	2	2	2	2	2	2	2	2	2	2	2	2	2			
3	3	3	3	3	3	3	3	3	3	3	3	3	3			
4	4	4	4	4	4	4	4	4	4	4	4	4	4			
5	5	5	5	5	5	5	5	5	5	5	5	5	5			
6	6	6	6	6	6	6	6	6	6	6	6	6	6			
7	7	7	7	7	7	7	7	7	7	7	7	7	7			
8	8	8	8	8	8	8	8	8	8	8	8	8	8			
9	9	9	9	9	9	9	9	9	9	9	9	9	9			
City							Bengaluru		State		Karnataka		Country		INDIA	

Sample for a student attending a school with a school code.

COMPLETE THIS AREA ONLY ONCE.

I. SCHOOL YOU ATTEND										School Name						
SCHOOL CODE										Karnataka Self Study						
9	9	6	7	8	6	6	9	9	6	7	8	6	6			
0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1	1	1	1	1	1	1	1	1	1	1	1	1	1			
2	2	2	2	2	2	2	2	2	2	2	2	2	2			
3	3	3	3	3	3	3	3	3	3	3	3	3	3			
4	4	4	4	4	4	4	4	4	4	4	4	4	4			
5	5	5	5	5	5	5	5	5	5	5	5	5	5			
6	6	6	6	6	6	6	6	6	6	6	6	6	6			
7	7	7	7	7	7	7	7	7	7	7	7	7	7			
8	8	8	8	8	8	8	8	8	8	8	8	8	8			
9	9	9	9	9	9	9	9	9	9	9	9	9	9			
City							Bengaluru		State		Karnataka		Country		INDIA	

Sample for a student attending a school without a school code in Bengaluru.

DO NOT USE THE TEST CENTER CODE.

Page 1: Student Information Area

Complete Item K (Date of Birth).

COMPLETE THIS AREA ONLY ONCE

L AREA CODE AND PHONE NUMBER											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
INTERNATIONAL PHONE											

J SCHOOL YOU ATTEND											
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

<p>L COLLEGE TO RECEIVE YOUR AP SCORE REPORT</p> <p>Using the college code listed in the AP Student Pack, indicate the ONE college that you want to receive your AP score report.</p> <p>COLLEGE CODE: <input type="text"/></p> <p>College Name: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>County: <input type="text"/></p>	<p>K DATE OF BIRTH</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Month</th><th>Day</th><th>Year</th> </tr> <tr> <td><input type="radio"/> Jan</td><td><input type="radio"/> 0</td><td><input type="radio"/> 0</td> </tr> <tr> <td><input type="radio"/> Feb</td><td><input type="radio"/> 1</td><td><input type="radio"/> 1</td> </tr> <tr> <td><input type="radio"/> Mar</td><td><input type="radio"/> 2</td><td><input type="radio"/> 2</td> </tr> <tr> <td><input type="radio"/> Apr</td><td><input type="radio"/> 3</td><td><input type="radio"/> 3</td> </tr> <tr> <td><input type="radio"/> May</td><td><input type="radio"/> 4</td><td><input type="radio"/> 4</td> </tr> <tr> <td><input type="radio"/> Jun</td><td><input type="radio"/> 5</td><td><input type="radio"/> 5</td> </tr> <tr> <td><input type="radio"/> Jul</td><td><input type="radio"/> 6</td><td><input type="radio"/> 6</td> </tr> <tr> <td><input type="radio"/> Aug</td><td><input type="radio"/> 7</td><td><input type="radio"/> 7</td> </tr> <tr> <td><input type="radio"/> Sep</td><td><input type="radio"/> 8</td><td><input type="radio"/> 8</td> </tr> <tr> <td><input type="radio"/> Oct</td><td><input type="radio"/> 9</td><td><input type="radio"/> 9</td> </tr> <tr> <td><input type="radio"/> Nov</td><td><input type="radio"/> 0</td><td><input type="radio"/> 0</td> </tr> <tr> <td><input type="radio"/> Dec</td><td><input type="radio"/> 1</td><td><input type="radio"/> 1</td> </tr> </table>	Month	Day	Year	<input type="radio"/> Jan	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> Feb	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> Mar	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> Apr	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> May	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> Jun	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> Jul	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> Aug	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> Sep	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> Oct	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> Nov	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> Dec	<input type="radio"/> 1	<input type="radio"/> 1
Month	Day	Year																																						
<input type="radio"/> Jan	<input type="radio"/> 0	<input type="radio"/> 0																																						
<input type="radio"/> Feb	<input type="radio"/> 1	<input type="radio"/> 1																																						
<input type="radio"/> Mar	<input type="radio"/> 2	<input type="radio"/> 2																																						
<input type="radio"/> Apr	<input type="radio"/> 3	<input type="radio"/> 3																																						
<input type="radio"/> May	<input type="radio"/> 4	<input type="radio"/> 4																																						
<input type="radio"/> Jun	<input type="radio"/> 5	<input type="radio"/> 5																																						
<input type="radio"/> Jul	<input type="radio"/> 6	<input type="radio"/> 6																																						
<input type="radio"/> Aug	<input type="radio"/> 7	<input type="radio"/> 7																																						
<input type="radio"/> Sep	<input type="radio"/> 8	<input type="radio"/> 8																																						
<input type="radio"/> Oct	<input type="radio"/> 9	<input type="radio"/> 9																																						
<input type="radio"/> Nov	<input type="radio"/> 0	<input type="radio"/> 0																																						
<input type="radio"/> Dec	<input type="radio"/> 1	<input type="radio"/> 1																																						

<p>M. CURRENT GRADE LEVEL</p> <p> <input type="radio"/> Not yet in 5th grade <input type="radio"/> 9th <input type="radio"/> 10th <input type="radio"/> 11th <input type="radio"/> 12th <input type="radio"/> No longer in high school </p>	<p>N. STUDENT SEARCH SERVICES</p> <p>Colleges, scholarships, and educational programs may request your information to share educational and financial aid opportunities with you.</p> <p>Would you like to opt-in? <input type="radio"/> Yes <input type="radio"/> No </p> <p>If you don't answer and previously opted to participate in the service, we will continue providing your information.</p>
---	---

Page 1: Student Information Area

To send your AP scores to ONE college/university for free, complete **Item L (College Code)** during your first exam only. The list of college codes is in your Student Pack.

If you leave this blank and decide to send your AP scores later, you can order score reports online for a fee.

The score report you send to colleges will include scores for every AP Exam you have ever taken, unless you withhold or cancel an exam score by **June 15, 2019**.

Complete **Item M (Current Grade Level)**

COMPLETE THIS AREA ONLY ONCE.

I. AREA CODE AND PHONE NUMBERS

(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

INTERNATIONAL PHONE

(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

J. SCHOOL YOU ATTEND

SCHOOL CODE: [Grid with digits 0-9]

School Name: _____

City: _____

State: _____

Country: _____

K. DATE OF BIRTH

Month	Day	Year
Jan	[0-9]	[0-9][0-9]
Feb	[0-9]	[0-9][0-9]
Mar	[0-9]	[0-9][0-9]
Apr	[0-9]	[0-9][0-9]
May	[0-9]	[0-9][0-9]
Jun	[0-9]	[0-9][0-9]
Jul	[0-9]	[0-9][0-9]
Aug	[0-9]	[0-9][0-9]
Sep	[0-9]	[0-9][0-9]
Oct	[0-9]	[0-9][0-9]
Nov	[0-9]	[0-9][0-9]
Dec	[0-9]	[0-9][0-9]

L. COLLEGE TO RECEIVE YOUR AP SCORE REPORT

COLLEGE CODE: [Grid with digits 0-9]

Using the college code listed in the AP Student Pack, indicate the ONE college that you want to receive your AP score report.

College Name: _____

City: _____

State: _____

Country: _____

M. CURRENT GRADE LEVEL

Not yet in 9th grade

9th

10th

11th

12th

No longer in high school

N. STUDENT SEARCH SERVICE*

Colleges, scholarships, and educational programs may request your information to share education and financial aid opportunities with you.

Would you like to opt in?

Yes

NO

If you don't answer and previously opted to participate in this service, we will continue providing your information.

Page 1: Student Information Area

- Item N: Do you want to participate in the **Student Search Service®**?
- You can mark "Yes" to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid opportunities. Your scores will not be shared.
- If you are a resident of the European Union under the age of 16, please leave Item N blank

COMPLETE THIS AREA ONLY ONCE.

L. AREA CODE AND PHONE NUMBER											
0	1	2	3	4	5	6	7	8	9	0	9
1	2	3	4	5	6	7	8	9	0	1	0
2	3	4	5	6	7	8	9	0	1	2	1
3	4	5	6	7	8	9	0	1	2	3	2
4	5	6	7	8	9	0	1	2	3	4	3
5	6	7	8	9	0	1	2	3	4	5	4
6	7	8	9	0	1	2	3	4	5	6	5
7	8	9	0	1	2	3	4	5	6	7	6
8	9	0	1	2	3	4	5	6	7	8	7
9	0	1	2	3	4	5	6	7	8	9	8
INTERNATIONAL PHONE											

J. SCHOOL YOU ATTEND											
School Name											
0	1	2	3	4	5	6	7	8	9	0	9
1	2	3	4	5	6	7	8	9	0	1	0
2	3	4	5	6	7	8	9	0	1	2	1
3	4	5	6	7	8	9	0	1	2	3	2
4	5	6	7	8	9	0	1	2	3	4	3
5	6	7	8	9	0	1	2	3	4	5	4
6	7	8	9	0	1	2	3	4	5	6	5
7	8	9	0	1	2	3	4	5	6	7	6
8	9	0	1	2	3	4	5	6	7	8	7
9	0	1	2	3	4	5	6	7	8	9	8
City											
State											
Country											

K. DATE OF BIRTH											
Month	Day	Year									
0	1	2	3	4	5	6	7	8	9	0	9
1	2	3	4	5	6	7	8	9	0	1	0
2	3	4	5	6	7	8	9	0	1	2	1
3	4	5	6	7	8	9	0	1	2	3	2
4	5	6	7	8	9	0	1	2	3	4	3
5	6	7	8	9	0	1	2	3	4	5	4
6	7	8	9	0	1	2	3	4	5	6	5
7	8	9	0	1	2	3	4	5	6	7	6
8	9	0	1	2	3	4	5	6	7	8	7
9	0	1	2	3	4	5	6	7	8	9	8
Jan											
Feb											
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											

L. COLLEGE TO RECEIVE YOUR AP SCORE REPORT											
Using the college code listed in the AP Student Exam indicates the ONE college that you want to receive your AP score report.											
College Name											
City											
State											
Country											
0	1	2	3	4	5	6	7	8	9	0	9
1	2	3	4	5	6	7	8	9	0	1	0
2	3	4	5	6	7	8	9	0	1	2	1
3	4	5	6	7	8	9	0	1	2	3	2
4	5	6	7	8	9	0	1	2	3	4	3
5	6	7	8	9	0	1	2	3	4	5	4
6	7	8	9	0	1	2	3	4	5	6	5
7	8	9	0	1	2	3	4	5	6	7	6
8	9	0	1	2	3	4	5	6	7	8	7
9	0	1	2	3	4	5	6	7	8	9	8

M. CURRENT GRADE LEVEL			
<input type="radio"/> Not yet in 8th grade	<input type="radio"/> 11th		
<input type="radio"/> 9th	<input type="radio"/> 12th		
<input type="radio"/> 10th	<input type="radio"/> No longer in high school		

N. STUDENT SEARCH SERVICE®	
Colleges, scholarships, and educational programs may request your information to share educational and financial aid opportunities with you. Would you like to opt in?	
<input type="radio"/> Yes	<input type="radio"/> No
If you don't answer and previously opted to participate in this service, we will continue providing your information.	

Page 4: Student Identification Information

- In Item Q, print your complete mailing address, including the ZIP or postal code.
- Print the INDIA country code (260)
- Fill in the circles.
- Be sure to fill in a circle for State ("Other")
- Complete Item R only if you are outside the United States and your full address does not fit in Item Q. See example on next slide.

PAGE 4

COMPL. ITEM IS AREA ONLY ONCE

Q. YOUR MAILING ADDRESS Fill in the address above. Do not use PO Boxes. Use the ZIP code for your country. Do not use a post office box.

STREET ADDRESS: _____ CITY: _____ ZIP OR POSTAL CODE: _____

R. SPEC. ADDRESS (IF OTHER THAN THE ABOVE) Fill in the address above. Do not use PO Boxes. Use the ZIP code for your country. Do not use a post office box.

STREET ADDRESS: _____ CITY: _____ ZIP OR POSTAL CODE: _____

E. STATE Fill in the state or country code for your mailing address. Use the code in the circle next to the state or country name. Do not use "Other" unless you are outside the United States and your full address does not fit in Item Q. See example on next slide.

AK	HI	PR	VI	AE	AA	FM	GU	MP	NE	ND	SD	TX	UT	WY	Other
AL	GA	MS	LA	AR	MO	IL	IN	OH	PA	NY	NJ	DE	MD	VA	DC
AK	HI	PR	VI	AE	AA	FM	GU	MP	NE	ND	SD	TX	UT	WY	Other

K. SCHOOL EQUIPMENT LEVEL Fill in the circle next to the level of your school. Do not use "Other" unless you are outside the United States and your full address does not fit in Item Q. See example on next slide.

What is the level of your school? (Please mark all that apply.)

None
 Basic school
 High school
 High school diploma or equivalent
 Vocational or trade school
 Some college
 Associates or two-year degree
 Bachelor's or four-year degree
 Some graduate or professional degree
 Doctorate or professional degree

L. SEX Fill in the circle next to your sex.

Female
 Male

M. WHICH LANGUAGE DO YOU KNOW BEST? Fill in the circle next to the language you know best.

English
 English and another language
 Another language

N. RACIAL ETHNIC GROUP Fill in the circle next to your racial or ethnic group. Do not use "Other" unless you are outside the United States and your full address does not fit in Item Q. See example on next slide.

White (not Hispanic or Latino)
 Black or African American
 Hispanic or Latino
 Asian
 Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native
 Other

Address - Example

- If your Street Address does not fit in the spaces provided in Item Q, write as much as you can in Street Address, City, Zip or Postal Code, and Country Code ("260" for India).
- **Fill in the circles (or your information will not be processed)**
- Then fill in the circle in Item R. Write the remainder of your address (what you cannot fit in Item Q) in the spaces provided.
- Fill in State: "Other"

Sample Address:

BALIOWAS VILLAGE, GURGAON-PARIDABAD ROAD HARYANA,
GURGAON INDIA 122003

Q. YOUR MAILING ADDRESS Use the address abbreviations from your ZIP Student Pack. Fill in only one circle per column. Indicate a space in your address by leaving a blank box; do not grid that column. STREET ADDRESS (include street number, street name, apartment number, etc.)										CITY			ZIP OR POSTAL CODE			COUNTRY CODE																												
B	A	L	I	A	W	A	S	V	I	L	L	A	G	E	G	U	R	G	A	O	N	P	G	U	R	G	A	O	N				1	2	2	0	0	3				2	6	0

Fill in the circle in Item S if your address does not fit in Item R.

Fill in State: "Other"

R. FOR STUDENTS OUTSIDE THE UNITED STATES ONLY If your address does not fit in the spaces provided in Item Q, fill in as many circles as you can, then fill in the circle in Item S and print the remainder of your address in the spaces provided.

ARIDABAD ROAD

GURGAON

HARYANA

INDIA

122003

Page 4: Student Identification Information

- In Item T, provide your email address so the College Board can send you important information about your scores.

If you have an existing College Board account, be sure to use the same email address you used to create that account.

You may have an account if you've taken AP Exams last year or the SAT or PSAT earlier.

<p>R. FOR STUDENTS OUTSIDE THE UNITED STATES ONLY</p> <p><input type="radio"/> If your address does not fit in the spaces provided in Item Q, fill in as many circles as you can, then fill in the circles in Item R and print the remainder of your address in the spaces provided.</p>		<p>S. STUDENT IDENTIFICATION NUMBER</p>	
<p>T. EMAIL ADDRESS</p> <p><small>By providing your e-mail address, you are providing permission to use your e-mail address in connection with the policies set forth in the Guide for Students and Parents.</small></p>		<p>STATE</p> <p> <input type="radio"/> AK <input type="radio"/> HI <input type="radio"/> ME <input type="radio"/> VT <input type="radio"/> AL <input type="radio"/> IA <input type="radio"/> MI <input type="radio"/> WI <input type="radio"/> WA <input type="radio"/> AR <input type="radio"/> IL <input type="radio"/> MN <input type="radio"/> WY <input type="radio"/> OR <input type="radio"/> AZ <input type="radio"/> IN <input type="radio"/> ND <input type="radio"/> SD <input type="radio"/> NE <input type="radio"/> CA <input type="radio"/> NY <input type="radio"/> RI <input type="radio"/> DC <input type="radio"/> CO <input type="radio"/> VT <input type="radio"/> NH <input type="radio"/> VT <input type="radio"/> CT <input type="radio"/> NY <input type="radio"/> NJ <input type="radio"/> PA <input type="radio"/> DE <input type="radio"/> LA <input type="radio"/> MD <input type="radio"/> VA <input type="radio"/> FL <input type="radio"/> MA <input type="radio"/> NH <input type="radio"/> NM <input type="radio"/> HI <input type="radio"/> NE <input type="radio"/> NV <input type="radio"/> UT </p>	
<p>Address</p>		<p>City</p>	
<p>State or Province</p>		<p>Country</p>	

Starting your exam...

- Check that all of the information provided is correct.
- Check that you placed an AP number label in the box on page 1.
- Your proctor will hand out exam packets and will time each section. **DO NOT OPEN UNTIL TOLD, DO NOT SKIP AHEAD**
- There is a scheduled break in between Section 1 and Section 2. Do not discuss the exam, study for the exam, or use your mobile/social media at the break.
- Remember to take your AP number card with you (unless otherwise instructed by your proctor.)
- You must stay until the end of the entire exam. You may not leave early.

Best of luck to you on your AP Exams!

Questions about Your Student Pack

- **What if I test at more than one test center?** Use the same 2019 AP Number at all test centers. For example, if you test at a Delhi test center and then go to Mumbai for another AP Exam, bring your Student Pack and/or AP Number from the Delhi Test Center with you. Do not accept a new Student Pack/AP Number from the second test center.
- **What if I lose my Student Pack or AP Number?** If you lose your Student Pack or if you run out of stickers, you can write your AP Number on your answer sheets and booklets. If you lose or forget your AP Number, ask your test center supervisor.
- **Is my AP Number the same every year?** No, you get a new Student Pack/AP Number every year. If you took AP exams in 2018, do not use your 2018 AP Number. For all May 2019 exams, use only your 2019 AP Number.

Exhibit #7

October 22, 2019, Email response

from

Guidance Counselor

Sulimar DeJesus



Robert Sheppard <robert.sheppard@palmbeachschools.org>

I.G.#19-0011-1 William T. Dwyer Community High School

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>


Tue, Oct 22, 2019 at 11:57 AM

Ms. DeJesus,

Attached is a copy of the Inspector General case #19-0011-1 investigative report, please note that you have 20-work days to respond. The 20-workday ends November 20, 2019.

If further information is needed please do not hesitate to contact me via email or at (561) 649-6877/PX#46877

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

 **I.G.#19-0011-1 William T. Dwyer Community High School.pdf**
1298K

Sulimar DeJesus <sulimar.dejesus@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Oct 22, 2019 at 12:22 PM

Good Afternoon,

I agree with this report and its findings.

Thank you,

Sulimar DeJesus

[Quoted text hidden]

--

Mrs. Sulimar DeJesús, M.S.
School Counselor
Last names MU-SE
William T. Dwyer High School

