



2015-2016 Advanced Placement® (AP®)
VERTICAL TEAM Grant Instructions

The AP Vertical Team must include at least one representative from each grade level in grades seven through twelve.

Vertical Team Member Name	Vertical Team Member School	Grade Taught

Did any member of the Vertical Team attend an Advanced Placement Summer Institute during the summer of 2015?

YES NO

If yes, please attach a copy of the attendance certificate to this application. If no, a minimum of one vertical team member must attend an Advanced Placement Summer Institute in the summer of 2016.



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ASSURANCE STATEMENT

To assure that a quality Advanced Placement program is developed and implemented in the funded local educational agency, the superintendent (or designee) and principal are required to sign the following agreement.

- ❶ Funds will be utilized in the manner described in the application selected for funding under the Oklahoma Advanced Placement Incentives Program.
 - ❷ Any requests to change the budget must be made in writing to the Advanced Placement Office of the State Department of Education. Approval is required before budget changes are made.
 - ❸ The Advanced Placement course in the discipline listed on page 1 must be offered beginning the school year following receipt of the grant. The AP course should be on the school's list of course offerings beginning the school year following receipt of the grant.
 - ❹ College Board training will occur within one (1) year of the grant award and include at least a one-week Advanced Placement Summer Institute. Teachers are encouraged to attend follow-up training annually.
 - ❺ The AP Vertical Team shall include at least one representative from each grade level in grades seven through twelve.
 - ❻ AP examination/s in the discipline listed on page 1 will be made available. These exams are ordered from College Board/Educational Testing Service and will be made available to each student taking an AP course.
 - ❼ Grant funds awarded in **Spring 2016** will be expended by **December 31, 2016**. There can be no carryover of funds.
 - ❽ An Oklahoma Cost Accounting System (OCAS) printout for the appropriate code (Revenue code: 3470, Project Reporting code: 396) showing proper expenditure of funds will be submitted to the Advanced Placement Office of the State Department of Education by **February 1, 2017**.
 - ❾ A copy of the funded AP teacher's attendance certificate for a College Board week-long Advanced Placement Summer Institute will be submitted to the Advanced Placement Office of the State Department of Education by **February 1, 2017**.
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SUPERINTENDENT'S NAME (Please Print) Mr. Mrs. Ms. Dr.

SUPERINTENDENT'S OR DESIGNEE'S SIGNATURE



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HIGH SCHOOL NAME

HIGH SCHOOL PRINCIPAL'S NAME (Please Print) Mr. Mrs. Ms. Dr.

HIGH SCHOOL PRINCIPAL'S SIGNATURE

FEEDER SCHOOL NAME

FEEDER SCHOOL PRINCIPAL'S NAME (Please Print) Mr. Mrs. Ms. Dr.

FEEDER SCHOOL PRINCIPAL'S SIGNATURE

FEEDER SCHOOL NAME

FEEDER SCHOOL PRINCIPAL'S NAME (Please Print) Mr. Mrs. Ms. Dr.

FEEDER SCHOOL PRINCIPAL'S SIGNATURE

FEEDER SCHOOL NAME

FEEDER SCHOOL PRINCIPAL'S NAME (Please Print) Mr. Mrs. Ms. Dr.

FEEDER SCHOOL PRINCIPAL'S SIGNATURE

(Please add/delete signature lines as needed)



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ABSTRACT

Provide a brief abstract summarizing the grant proposal. Be sure to include any item listed in the budget in your abstract.



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QUALITY OF PERSONNEL

Please complete the information below.

Staff Position	Experience relevant to AP	Training	
		Previous	Planned
AP Teacher(s):			
AP Coordinator:			
AP Administrator(s):			
Other (as needed):			

If previous training is listed above, you must attach copies of professional development attendance certificates to the grant application. Do not attach originals. If participants cannot locate their attendance certificates, they can contact the institution that held the professional development and ask for a copy of the certificate to be sent.

If there is no previous training within one (1) year of the grant, applicant will be required to attend an Advanced Placement Summer Institute during the summer of 2016.



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SIGNIFICANCE OF THE PROJECT

The purpose of the Advanced Placement Incentive Program is to establish, organize, and administer a program designed to improve the course offerings available to high school students throughout the state and to prepare students for admission to and success in a postsecondary educational environment.

How will the proposed vertical team address this program purpose?



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PROJECT DESIGN

Describe the steps to be taken to **organize** the vertical team.

Organization Action	Timeline	Person Responsible

(Please add/delete lines as needed.)

Describe the steps to be taken to **develop** the vertical team.

Project Steps	Timeline	Person Responsible

(Please add/delete lines as needed.)

Describe the steps to be taken to **sustain** the vertical team.

Action to Sustain	Timeline	Person Responsible

(Please add/delete lines as needed.)



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PROGRAM EVALUATION

How will the Vertical Team be evaluated in relation to the program purpose as given on the Significance of Project page?

The evaluation should include quantitative data that addresses the following guiding questions in whole or part:

- ❶ Are more students participating in the Advanced Placement Program and courses leading toward AP courses?
- ❷ Are more students from traditionally underrepresented populations expressing greater interest in and participating more in AP courses?
- ❸ Are students accomplishing the transition from middle school to high school more successfully?
- ❹ Are additional teachers interested in joining the AP Vertical Team?
- ❺ Are scores on state and national standardized tests or other exams improving?
- ❻ Has the AP Vertical Team affected student attendance and retention rates?