



# **ADVANCED PLACEMENT TEACHER TRAINING PROGRAM**

## **District and School Application for 2020-2021 Awards**

**October 2020**

**Georgia Department of Education  
205 Jesse Hill Jr. Drive  
1766 Twin Towers East  
Atlanta, Georgia 30334**

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## **Program Description**

The Georgia Department of Education is committed to supporting local school districts' efforts to improve the academic achievement of students and to increase access to college-level courses across the state. The Advanced Placement (AP) Teacher Training Grant will provide financial support for teachers to receive training during the summer of 2021. This will allow schools to offer these Advanced Placement (AP) courses during the 2021-2022 school year or the 2022-2023 school year.

Local school districts may apply for a grant to fund AP teacher training in up to two courses per school. Funding is to cover costs, or to partially cover costs, of training expenses including registration, travel (based on current state rate per mile), meals and lodging, if necessary. The grant award may not be used for supplies, classroom resources, or stipends. The grant may only be used to train classroom teachers, not administrators.

## **District and School Eligibility**

Applications will only be accepted from Georgia Public School Districts.

- High Schools must apply through their districts.
- High schools not satisfactorily completing their FY20 Grant Summary Report are ineligible.

## **Courses Eligible**

The AP 2020-2021 Teacher Training Grant is focused on the specific courses listed below.

- Biology
- Calculus
- Capstone: Research / Seminar
- Computer Science A
- Computer Science Principles
- Economics
- English Language
- English Literature
- Spanish
- Physics
- Government
- Studio Art
- Statistics

*Districts / Schools with a critical need in another course should contact College Readiness staff before submitting the application.*

## **Proposal Review Process**

The Georgia Department of Education will convene a panel and facilitate a review of all applications submitted through the online application portal within four weeks of the submission deadline.

## **Grant Period**

The Advanced Placement Teacher Training Grant is for Advanced Placement Summer Institute training occurring during the summer of 2021. The FY21 AP Teacher Training Grant period will begin January 25, 2021, and end August 31, 2021.

## **Grant Award Amounts**

Grants may be awarded from a minimum of \$250 to a maximum of \$1600 per school.

## **Authorized Use of Funds**

Local school districts that are selected as grant recipients must commit to ensuring that:

- Teachers participate in training for eligible courses during the summer of 2021.
- Selected schools will offer the AP courses for which the teachers received training in the summer of 2021 during the 2021-2022 school year or the 2022-2023 school year.

Local school districts not utilizing at least 80% of their Title II-A AP Teacher Training Grant funds in FY21 will be ineligible for the FY22 grant.

- High Schools must apply through their districts.
- High schools awarded grants in FY21 but not utilizing their funds will be ineligible for FY22.
- High schools not satisfactorily completing their FY21 Grant Summary Report will be ineligible for FY22.

## **Grant Award Notification**

All awards are subject to availability of funds. Grant awards are not final until approved by the State Board of Education in February of 2021, and an award notification is sent from the Georgia Department of Education. Award notification will be sent to the local school district's superintendent with copies forwarded to school principals. Grantees may not obligate funds before receiving the official grant award notification. Applicants will be notified, in writing, of the acceptance or rejection of their applications. The level of funding and effective dates of the projects will be included in the notification of the grant award letter. All applications submitted will be retained by the Georgia Department of Education and will become a part of official Advanced Placement Program records.

## **Completing the Application**

A complete application must be submitted online by the local school district and must bear the signature of the superintendent and local board chair if required by the district. The original application must bear a clear signature of the superintendent. The school application must bear a clear signature of the principal on the school's application. After completion, grant applications are to be uploaded electronically.

## **Application Sections**

The Application is organized into two sections:

- The District Application
  - Information about the district
  - Summative information about school(s) applying for Advanced Placement
  - Teacher Training Program funds
  - Assurances for the receipt of funds
  - School Application(s)
- The School Application:
  - Information about the school(s) courses taught/proposed
  - Number of students currently enrolled in AP courses
  - AP Course(s) for which teacher training is recommended/ requested

Completed Application submissions must include:

- District Application Signature and Cover Page
- District Application School Summary Page
- District Application System Assurances Page
- School Application Page(s) for each school in district applying for the grant

*Applications from individual schools will not be accepted.*

## **Submitting Applications Online**

Click on the 2020-2021 application portal link: <https://bit.ly/2SNmcPX>

Using your completed application enter the following information:

- District Name
- District AP contact information
- Upload completed application packet (scan and upload or upload pdf)
- School(s)
- School(s) AP contact information
- AP Course(s) for which teacher training is recommended/ requested for each school

## **Deadline**

All District Application packets must be received electronically by the Georgia Department of Education, College Readiness, no later than 4:00 p.m. on Wednesday, December 2, 2020. All School Applications must be a part of a local school District Application to be considered for review. Incomplete applications will not be accepted or reviewed. Applications received after the December 2, 2020 deadline will not be considered for funding. It is the responsibility of the sender to ensure and verify that the document is received by the deadline, Wednesday, December 2, 2020.

## **Application Contact**

For questions regarding the 2020-2021 Advanced Placement Teacher Training Grant, please contact:

Martha Smith, Program Specialist  
Georgia Department of Education  
Email: [masmith@doe.k12.ga.us](mailto:masmith@doe.k12.ga.us)

**DISTRICT APPLICATION  
ADVANCED PLACEMENT TEACHER TRAINING GRANT**

Georgia Department of Education  
Award for Summer of 2021 Training

**Signature and Cover Page**

District: \_\_\_\_\_

District Advanced Placement Program Contact: \_\_\_\_\_

- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

Number of Schools in District Applying for Grant: \_\_\_\_\_

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with federal, state, and local requirements, including the assurances and certifications, Page 8, governing the Advanced Placement Program.**

Name of Superintendent (required) \_\_\_\_\_

Email address of Superintendent (required) \_\_\_\_\_

Signature of Superintendent (required) \_\_\_\_\_

Date: \_\_\_\_\_

*Name of Local Board Chair: \_\_\_\_\_, if required by local district policy*

*Signature of Local Board Chair, \_\_\_\_\_*

*Date: \_\_\_\_\_*

## **District Application**

### System Assurances

### **Georgia Department of Education College Readiness Unit**

#### **2020-2021 Advanced Placement Teacher Training Grant Assurances**

As a duly authorized representative of the local school district listed below, I certify that:

- Selected teachers will be trained during the summer of 2021.
- The school schedule for 2021-2022 or 2022-2023 will include the course(s) for which the teacher(s) received training.
- Funds will be used for the purpose described in the application submitted to the Georgia Department of Education.
- Principals and teachers will adhere to all requirements of the AP Audit.
- Funds will not be used to train administrators.
- The district will ensure that each high school principal completes an **AP Teacher Training Grant Summary Report, to be provided by the College Readiness Unit of GaDOE, no later than August 31, 2021**, as well as any other reporting requirements of the Georgia Department of Education and the State of Georgia Audit and Accounting Division including **closing of the budget no later than September 30, 2021**.
- The district will complete a LEA budget template in the Consolidated Application within four weeks of award notification in February of 2021 (by March 30, 2021).

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**Local School District Name (Please type or Print)**

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**Typed Name of Superintendent**

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**Authorized Signature**

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**Date**

## District Application

### School Summary Page

**Districts Applying for Advanced Placement Program funds must provide the following information for each school included in the application.**

School Name/address	AP Contact Name and Email	Name of AP Course(s) in which training is requested  Reason: New Course / New Teacher/ Retraining / Other
1.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
2.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
3.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
4.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
5.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
6.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
7.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other

8.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
9.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
10.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
8.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
9.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
10.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
11.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other
12.		<b>Course:</b>  <b>Reason: Circle One</b> New Course / New Teacher/ Retraining / Other

**SCHOOL APPLICATION**  
**ADVANCED PLACEMENT TEACHER TRAINING GRANT 2020-2021**

<b>School</b>	
<b>Principal</b>	
<b>Email Address of Principal</b>	
<b>School Advanced Placement Program Contact:</b>	
<b>Email address of AP school contact:</b>	
<b>Number of AP Courses Offered in 2019-2020</b>	
<b>Number of Students Enrolled in AP Courses 2019-2020</b>	
<b>Number of AP Exams Administered in May 2020</b>	
<p style="text-align: center;"><b>Course(s) in which teacher training is requested</b></p> <p>Priority will be given to districts / schools with:</p> <ul style="list-style-type: none"> <li>• Low number of AP courses offered</li> <li>• Low student AP participation</li> <li>• School adding new course</li> </ul>	
<b>Course 1</b>	
<b>Course 1: Reason for requesting training funds</b>	<input type="checkbox"/> New Course <input type="checkbox"/> New Teacher <input type="checkbox"/> Retraining <input type="checkbox"/> Other: (Explain)
<b>Course 2 (if applicable)</b>	
<b>Course 2: Reason for requesting training funds</b>	<input type="checkbox"/> New Course <input type="checkbox"/> New Teacher <input type="checkbox"/> Retraining <input type="checkbox"/> Other: (Explain)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with state and local requirements governing the Advanced Placement Program.

Signature of the Principal (Required) \_\_\_\_\_  
 Date \_\_\_\_\_