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The Belin-Blank Center

IOAPA MENTOR HANDBOOK

The Iowa Online AP Academy (IOAPA) guide for mentors and site-coordinators, updated for the 2025-2026 school year.

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WELCOME TO IOAPA!

It is our pleasure to welcome you to the Iowa Online AP Academy. IOAPA is a program run by the Belin-Blank Center, part of the University of Iowa's College of Education. This academy was started with a federal grant in 2001, with the goal of extending College Board, Advanced Placement course-taking opportunities to students in Iowa schools without such course offerings. Now, the program is generously funded with support from the state of Iowa, and we have expanded to include AP-preparatory courses for eligible middle school students.

Since the beginning of the program, one of the greatest strengths has been the personnel in the student's home school district—that is, the administrators, site coordinators and mentors who go out of their way to make sure these above-level course offerings are available to their students and those who support students through this challenging academic endeavor.

We hope you find the contents of this handbook useful and encouraging as you continue to work to support your students in the Iowa Online AP Academy. If at any time we can help with the implementation of this program in your school, **please do not hesitate to contact us with questions, comments, or concerns.**

Thank you again for working with us to give your students this great opportunity!

Sincerely,

Ann Lupkowski-Shoplik, Ph.D.
Iowa Online AP Academy Administrator
Belin-Blank Center
The University of Iowa

Getting Started With IOAPA

View our **Getting Started Guide** on our website (**belinblank.org/ioapa**) especially if you or your school are new to the Iowa Online AP Academy. IOAPA's website has most of the information you might need as a mentor, including semester start and end dates, links to useful documents (like this one) and the registration link.

All IOAPA courses are offered by one of two course vendors, ALVS (a subsidiary of Edmentum), which uses the "Genius" course platform) and Project STEM. If you have any questions, including technical issues or problems with the course vendors, you can reach out to **ioapa@belinblank.org**, our dedicated support email.

Policies and Requirements

This Mentor Handbook outlines the policies and requirements of the IOAPA program. The information listed on the website and in IOAPA's informational handouts may not include all requirements for the program. Schools should always refer to the Mentor Handbook or reach out to **ioapa@belinblank.org** with any questions on matters of policy. **The IOAPA team retains the ability to handle program policy matters on a case-by-case basis.**

General program requirements can be found under Eligibility (below). Requirements and policies relating to personnel are in the **Roles and Responsibilities** section. Information on registration requirements can be found under **Registration and Student Enrollment Process**. The checklist in **Appendix B** lists the items that schools agree to during the online registration process.

Eligibility

Schools are eligible to register for an Iowa Online AP Academy course if the course is not currently offered within the school district (or, in the case of middle school students, if the course is not offered at the student's grade level). Schools must be accredited in the state of Iowa. Home schooled students must register through an accredited school or home school assistance program. Please see our website for a full list of school eligibility requirements. **IOAPA courses must be taken during a regularly-scheduled time during a student's school day.**

In order for **high school students** to be successful in IOAPA courses, they should be able to handle the academic rigor of a college-level course, and have the self-discipline and motivation necessary for online learning. Additionally, students should not be over-committed in their curricular and/or extracurricular activities. Review suggested prerequisites listed in the **Course Catalog** and each course's associated link. For example, AP Computer Science A students are recommended to have taken Algebra I and Algebra II. We also suggest using pre-tests for AP Calculus AB, AP Chemistry, AP Physics B, and AP Statistics.

Consider using the Student Readiness Checklist (**Appendix A**) to help inform areas in which each student may need individual attention. Some students may have the ability to complete high-level coursework, but struggle with the independence of an online course. This checklist may be helpful in identifying potential problems for the students so that supports can be put in place.

Middle school students are encouraged to participate in above-level testing before enrolling in an IOAPA course. We generally recommend that students score at the 90th percentile or above on a grade-level test (e.g., *Iowa Statewide Assessment of Student Progress,* ISASP) and/or at the 50th percentile or above on an above-level test (e.g., I-Excel for 6th-graders, ACT for 7th- and 8th-graders). Above-level testing can be arranged through the Belin-Blank Center, and funding may be available; to get started go to **http://belinblank.org/bests** or contact the testing team (**assessment@belinblank.org**). Please see our website for a full list of **guidelines**.

Roles and Responsibilities

IOAPA is successful thanks to the administrators, site coordinators, and mentors in the school district who work hard to provide this opportunity to Iowa's students. Each school that partners with IOAPA designates a mentor and a site coordinator when signing up.

What is a Mentor?

Mentors are responsible for:

- Proctoring exams and assignments

- Supervising students

- Providing moral support, encouragement, and assistance to students

- Communicating with IOAPA staff and/or Project STEM/Edmentum's support team

Mentors must be licensed educators in the state of Iowa. A school can have more than one mentor. Mentors for courses other than computer science are not responsible for answering questions about course content; rather, they can encourage students to contact their course instructors.

Computer science courses, offered by Project STEM, are a guided curriculum only and do not have a separate course instructor hired by Project STEM. For these courses, the mentor does not have to be a subject area expert, but is **still the teacher of record**. Students can get content help seven days a week from Project STEM's academic forum. Please note that while CS Python Fundamentals and AP Computer Science A (Java) are mostly auto-graded online, AP Computer Science Principles mentors are responsible for guiding students and grading students' exploratory unit projects. Rubrics are provided.

For all IOAPA courses, mentors must be available to meet with students <u>face-to-face daily</u>. Students and mentors may decide to meet less frequently depending on schedules and circumstances. **Please remember that students must take IOAPA classes during a specified and regular block of their school day as they would any other class.** It is preferable, but not required, that the mentor be available during this time specifically, as long as they are able to meet face-to-face for an adequate length of time at some point during the school day. **Mentors must meet with their participating students weekly at minimum.** We have noticed that some students have failed to make regular progress each week throughout the semester, and we attribute their difficulties to the fact that their mentors were not meeting with them regularly and monitoring their progress.

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Note for all AP Computer Science mentors:

Project STEM (unlike Edmentum) is **solely a curriculum provider** for their courses. This means that AP Computer Science mentors will need to be listed as the teacher of record on the AP course audit. However, the College Board does not allow the teacher of record and AP coordinator to be the same person. So, although our policies do not require that the two roles be filled by separate people, this will be necessary for any Project STEM AP courses. Therefore, schools where the same person usually fills the AP Coordinator and mentor roles will need to consider alternatives. Step-by-step instructions for completing these course audits can be found at the following links for **AP Computer Science A** and **AP Computer Science Principles.**

Mentor Stipends

As a way of thanking and supporting mentors for taking the extra time to provide opportunities for Iowa students, IOAPA provides a per-semester stipend.* The current stipend rate is **$250.** IOAPA will automatically split stipends for schools with more than one mentor. Information on the stipends is sent out each semester via email.

***Mentor stipends are not guaranteed.** We require mentors to demostrate they have met with their students regularly and have communicated regularly with IOAPA staff. To receive a mentor stipend, mentors must respond to emails concerning student progress that is unsatisfactory within **three business days**. Mentors must communicate with IOAPA staff to share what interventions are being done to get the student back on track and what support is needed to assist in the student's improvement plan. Mentors whose students are making satisfactory progress throughout the semester and who complete the necessary paperwork by the deadlines will automatically receive the mentor stipend.

Mentors will receive a **link** to an online survey through email each year. Filling out this survey marks them as eligible for a stipend. After collecting the list of eligible mentors, the IOAPA administrative assistant sends the list and payment information to the College of Education's payment processing department. Mentors can usually expect to receive a stipend within two months of the list being submitted, although delays are not uncommon and should not be a cause for concern.

The University of Iowa prefers to send payments electronically. New mentors must fill out a W9 with ACH (electronic banking) information included. Returning mentors who have previously received their payments by check are encouraged to fill out a form with ACH to switch to electronic payment. If your address or personal information change, please fill out a new W9. **The Belin-Blank Center securely and electronically disposes of W9s after they have been filed with the University.** To submit a W9, or if you have any questions about your W9 status, please reach out to **ioapa@belinblank.org**.

What is a Site Coordinator?

Site Coordinators are responsible for registering their school, enrolling students, making arrangements for course materials, and allocating time in the student's regular school day and space in the school building for the student to work on the course. Site coordinators are typically teachers, TAG coordinators, and/or guidance counselors. The mentor and the site coordinator can be the same person, but do not have to be.

Registration and Student Enrollment Process

The entire registration process must be completed before students can enroll in Iowa Online AP Academy courses for the 2025-2026 school year. Schools must re-register each year. Please see the **IOAPA Timeline** or check the **website** for registration dates and deadlines.

Changes to the Enrollment Process

We rolled out a new registration system in April 2025. Changes to the registration system were in response to feedback from previous mentors and users of IOAPA. **Site coordinators will now be responsible for enrolling students directly**, rather than our previous process of having site coordinators send enrollment links to their students. Also included in the new registration system is a new waitlist system. Our new system seeks to greatly

reduce the lag in the enrollment process and increase transparency in the sign-up process among students, their mentors, our vendors, and IOAPA staff.

Registration Process

1. Register your school and assign a site coordinator and mentor using the link on IOAPA's website. This step must be completed once per school year. You'll find your school using your school's zip code. *
    a. New schools should have their principal register for the first time. The principal can either set themselves as the site coordinator or nominate another administrator. For returning schools, the site coordinator should complete registration with their principal's consent.
    b. As part of this step, schools agree to program requirements as outlined in this document.
    c. Optional: All IOAPA mentors are eligible for a stipend for each semester they teach. Mentors must fill out a form once each year to indicate their interest and update their information. Mentor stipends will be distributed twice a year, once in the fall and once in the spring.
2. Check your email for the student registration link. Register your students for their desired courses.
3. The IOAPA team uploads all the enrolled students' information to the course vendors. The course vendor will use the email addresses provided during the registration process to send information about next steps, which generally come shortly before the first day of class. For computer science courses, this goes directly to the mentor. For all other courses, students will receive emails as well.

* The zip code used for IOAPA registration is the official zip code of your schools [NCES Identification number](#).

If you have any questions about the registration process or want to double-check that your students are registered correctly, please email ioapa@belinblank.org**.**

After Registering

Some courses require materials, including **textbooks** and **lab materials**. It is the school's responsibility to order these. Schools must also provide adequate lab space if required. A complete list of required and suggested materials can be found by clicking "Learn More" on any class in IOAPA's **[Course Catalog](#)**. Courses may include the option of either hands-on or dry lab activities. Dry labs require no additional lab materials. Hands-on labs require specified materials. For a list of hands-on lab materials, visit **https://www.wardsci.com/cms/edmentum_kits_scied**. In AP courses labs may be omitted, but schools may choose to purchase the lab kit. These kits are **not** required. Students may be told by their instructor to do the dry lab activities, not the hands-on. Students are allowed to do hands-on activities, but this would be outside of their regular designated IOAPA class, and mentors would need to supervise the students and grade any work completed.

While procuring materials is the financial responsibility of the school, please inform **ioapa@belinblank.org** if the financial burden of purchasing the materials would prevent your school from offering the course. Funding may be available.

Project STEM courses have specific technical requirements. While a majority of modern computers meet these requirements, please make sure to confirm on **[Project STEM's website](#)**. Please also look at the information in the "**[What is a Mentor](#)**" section relating to Project STEM courses.

For Courses with AP in the Title:

1. Register your school with the **College Board**.
2. Complete the **AP Course Audit** process for offering Online/Distance Learning courses by **January 31, 2026** in order to be able to label courses as "AP" on students' transcripts.
   a. Information on completing the course audit for computer science courses can be found here for **AP Computer Science A** and **AP Computer Science Principles**.
3. Principals and AP Coordinators will receive an access code from the College Board.
4. AP Coordinators will need to sign in to AP Registration and Ordering for initial set up.
5. AP Coordinators will create class sections in AP classroom (IOAPA mentors will be able to create class sections if the AP Coordinators do not).
6. Mentors will distribute the "join codes" to students on the first day of class. **Students need this code to join their online section in the AP Classroom.**
7. Students will sign in with their College Board account and enter their "join code."
8. Encourage high school students to take the AP exam and **order all AP exams by November 15, 2025**.

The College Board offers a **calendar of important AP dates** for the 2025-2026 school year to help keep track of AP-related deadlines.

Completing the AP Course Audit

When completing the AP Course Audit, we understand that the process is confusing and can vary from year to year. Look at the **AP Course Audit** section of the College Board website for the most accurate, up-to-date information. The course audit does not always have to be completed every year; while it is recognized as an annual process, the College Board does not require resubmission of AP Course Audit forms after receiving authorization unless the teacher has changed, the school offers a new AP course, or the curricular and resource requirements for a course undergo significant revision by the College Board (see **College Board**, 2024). Furthermore, administrators can renew their schools' course authorizations for the following year through their AP Course Audit online accounts. (**College Board**, 2024).

For Edmentum Courses, the teacher of record is the instructor for the course. The instructor of the course should be listed for the audit, it is up to the school who is listed as the administrator, but it should be someone associated with the school. **For Project STEM Courses**, the teacher of record is the mentor, as Project STEM does not have a teacher of record. This is because Project STEM is not an online course provider. Project STEM is considered a curriculum provider but does not provide a teacher of record nor do they issue transcripts and therefore **are not** considered to be a school. The mentors who support their students via the IOAPA/Project STEM partnership are the teachers of record, and in the College Board's view - the course is run by the school using Project STEM curriculum.

According to the College Board, AP Teachers do not need an access code to complete the AP Course Audit form process, this is only for whoever the principal has chosen to appoint as the AP Course Audit administrator for the school. Follow the instructions pertaining to their role in the **AP Course Audit User Guide** for both AP Teachers and Administrators, which are on our College Board website.

We do not recommend that you select "test only" when completing the AP Course Audit). **By selecting "test only," students will not have access to practice tests and other materials that will be helpful in preparing for the AP Exam.**

Additional Note on AP Exam Ordering: Spring Courses

AP Coordinators will need to order AP Exams for spring courses by **March 14, 2026**. Courses that began after November 13 are included in this deadline. This is also the deadline to make changes to existing orders (click **here** for instructions and additional deadlines). Unfortunately, we cannot do this for your school; each school must order their own exams. Completing the process below should ensure that schools are not charged fees for late orders.

Additional information about exam administration can be found **here**.

Supporting Students and Facilitating Class

Mentors are the first line of support for students navigating online coursework. As mentioned in the "**What is a Mentor**" section, mentors are not expected to be subject area experts. While it is appropriate for mentors to answer content-related questions when they are able, the primary role of the mentor is to provide encouragement and help the student to communicate with their course instructors when they have questions or concerns. Mentors can always copy IOAPA's support team, **ioapa@belinblank.org** on communications with a course instructor. For more information on helping students who fall behind, see the tips on this **blog post**.

Course Platforms

IOAPA's two course vendors, **ALVS/Edmentum** and **Project STEM**, use two different course platforms. Edmentum's course platform has two layers. The first is called **Genius**, which is the website that students and mentors log-into. Student progress, communications from the course teacher, and several administrative functions are visible on this site. Because IOAPA's courses are offered by a subsidiary of Edmentum, called ALVS (sometimes referred to as Apex Learning), mentors view IOAPA students' progress by accessing this ALVS view. A handout on how to do so is available on demand from the IOAPA support staff. Edmentum also sends this document at the beginning of the year. As Edmentum and ALVS become more integrated, this feature may no longer be necessary.

Project STEM uses its own **platform**. Some Project STEM courses may require that a mentor also manage progress checks in AP Classroom. Instructions on how to do so can be found **here**. Updates to Project STEM as of the Fall 2024 year, include an update to the format of AP Exam delivery methods. Through IOAPA, mentors and their students will have access to Project STEM's computer science curriculum through June of 2026.

Common Issues for Students

Interacting with the Online Instructor (Edmentum Courses)

Students often struggle to form a relationship with their online course instructor, and might be uncomfortable letting the instructor know of scheduling conflicts or asking questions about grades or course content. **Mentors should help students communicate their concerns to the course instructor through Edmentum's communication platform.** It is the expectation of IOAPA and Edmentum staff members that course instructors respond in a timely manner. If Edmentum instructors are not responding within three business days, feel free to reach out to IOAPA staff with concerns. Edmentum instructors have posted virtual office hours; however, if the office hours do not work in the student or mentor's schedule, please contact the online instructor to set up another time to address questions/concerns. Please note that instructors may require typed answers for assignments. Therefore, students must possess proficient typing ability to fulfill this requirement. More details on live help **below**.

Using the Project STEM Forum (Project STEM Courses)

While Project STEM Courses do not have a separate course teacher from the appointed mentor, the company offers an online forum monitored seven days a week **by trained course TAs** who can provide a personal response to student and teacher inquiries within two business days. This is the best way to get prompt feedback and help on a difficult section of course content. Learn more about the forums at this **website**.

Reaching Out to Classmates

IOAPA students are strongly encouraged to work with their peers who are also taking online coursework. Even if a student does not have a classmate in the same course at their school, other Iowa students are enrolled in the course through IOAPA, as well as students enrolled from around the country. The course vendors provide students with message boards to connect with other students enrolled in the same course. Information on these boards can be found in the **links** section.

IOAPA mentors seeking guidance are welcome to reach out to **ioapa@belinblank.org**.

Time Management

Schools and students are expected to schedule Iowa Online AP Academy courses into their regular school day. **IOAPA courses are not meant to be "add-on" courses to a student's already full schedule.** In addition to providing in-person supervision and guidance, mentors are <u>required</u> to access student data to ensure that students are logging on and completing course assignments daily. The expectation for students enrolled in IOAPA courses is five to six hours per week outside of their scheduled course time for homework, readings, and preparing for tests and quizzes. Students enrolled in Iowa Online AP Academy lab courses can expect to spend additional time in the lab.

IOAPA's support team makes an effort to contact course mentors if a student has not logged on to their Iowa Online AP Academy course in more than 7 days. However, **it is very difficult for a student to catch up on AP coursework once they fall more than 3 or 4 class periods behind**. Mentors are strongly encouraged to follow up with both students and parents when a student starts falling behind in their coursework.

Drops/Withdrawals and Extensions

Mentors are strongly encouraged to work with students who are experiencing difficulty or falling behind on their coursework before considering a withdrawal from the course. If a student decides to drop an IOAPA course, **mentors should *not* attempt to drop the student through the course platform**. Instead, please contact **ioapa@belinblank.org** and request that the student be dropped from their course. Keep the following in mind:

1. **High school students who drop the course more than 14 days after the start of class will be charged a fee of $350 per class.** IOAPA has a limited amount of funding each year, and after 14 days have passed, cannot get a refund on seats purchased from the course vendor. This fee will be charged to the school as an invoice. Students face no penalty when withdrawing inside of the grace period.

2. **Students who are inactive in their course for more than 21 consecutive days will be automatically dropped.** If the student is a high schooler, the drop fee will be assessed.

3. Final grades are at the discretion of the school – the end-of-semester report from the course vendor is a recommendation. If a student wished to drop due to fear of a low grade, a school could count the course as pass-fail or otherwise weight the grades from the course. Schools can adjust a student's final grade based on extenuating circumstances, like unexpected absences.

Extensions can be requested directly in the Edmentum platform. Make sure to request extensions prior to the end of the semester, if needed. IOAPA will not reopen courses except in cases with legitimate extenuating circumstances. AP courses can be extended, although mentors should take caution when extending AP courses in the spring, as students who do not finish by the end of the normal IOAPA semester will not have gone through all of

the course material by the time the AP Exam begins. This is not a concern for students who are not taking the exam. Project STEM courses do not need extensions, as students have continuous access throughout the academic year, ending June 30th.

Support Links and Contact Info

If you need help, IOAPA's dedicated support email, **ioapa@belinblank.org** is your primary contact. You can reach out to us for help on any aspect of the program. The IOAPA staff can also connect you directly with our partners at either of the two course vendors in case the standard support route is taking too long or is unhelpful. **Please do not hesitate to reach out to us with any questions or concerns.**

IOAPA Main Support

ioapa@belinblank.org
(319)-335-6148

Project STEM Courses

info@projectstem.org
Help Center (Videos, FAQs, Step-by-Step Instructions)
Video Onboarding

ALVS/Edmentum Courses

support@edmentum.com
(800) 447-5286
Genius Course Platform How-To Guide (Only steps 4-6 are applicable on this page)
ALVS Policies and Procedures

Edmentum Live Help: Edmentum offers a live help option to provide an additional layer of support for all ALVS students. When students are feeling stuck or need homework or lesson help, they can use Live Help to engage with a qualified teacher, Monday through Friday, from 8 am-5 pm Central Time. During Live Help, students will use Zoom and can decide if they want to have their cameras on or off. If they prefer to chat, they can utilize the chat features in Zoom. Students can even share their screens to show their work and get direct support from a qualified teacher in that subject area.

Students can access the Live Help function from their Genius dashboard. On their dashboard menu they should click "External Links," then Click "Live Help 6-12" followed by the link for the Zoom help room for the respective subject area. The final step is completing an Entrance ticket for their desired topic of discussion.

Course instructor issues: if you have questions or concerns about an Edmentum instructor, please contact Edmentum directly at ALVS Services by either using the email address **support.alvs@edmentum.com**, or by calling (800) 447-5286. ALVS Services will create a case, investigate the problem, document, and follow up with everyone involved. They will also escalate the complaint to appropriate management, if needed. Please make sure to inform **ioapa@belinblank.org**.

College Board/AP

The following are links to College Board's websites relating to AP Coordinator, student, and teacher support.

- **Ordering AP Exams**

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Scholarships, Grants, and Assistance

AP Exam Scholarships

The Belin-Blank Center offers scholarships that cover the cost of the AP Exam to students currently participating in IOAPA courses. The purpose of this funding is to increase the number of students taking AP exams from rural schools in Iowa. If schools are already paying for AP exams, they should **not** request this funding. Funding is only available for students who are taking an **IOAPA** AP course, and an AP exam in the same course.

IOAPA principals, site coordinators, and mentors can apply for this funding opportunity. IOAPA notifies all mentors/site coordinators advertising of the AP Exam Scholarships via email. Applications open prior to the deadline for both fall and spring AP exam ordering. The per-exam cost for the 2025-26 school year is $62 for students eligible for free/reduced cost lunch and $99 at the regular rate.

APSI Registration Assistance

In addition to IOAPA, the Belin-Blank Center partners with the College Board to offer 30-hour summer workshops that train educators to teach an AP course. Financial assistance for teachers from an IOAPA-affiliated school is often available. To learn more about the workshops, visit **belinblank.org/apsi**. To learn more about financial aid opportunities for IOAPA-affiliated teachers, email **ioapa@belinblank.org**.

Building Your IOAPA/AP Program

Informational Strategies and Materials

Both to advertise the opportunity and ensure that students are up to the challenge of taking advanced coursework in a more independent, online format, IOAPA provides a number of promotional materials.

- **The Benefits of AP Courses handout** is a good way to introduce the subject to parents and interested students. It features three major benefits of AP courses and some introductory information about IOAPA.
- **Course descriptions** for every course are available on IOAPA's website. These are good to have when students or parents ask about a given course and list the important materials for each course.
- Schools should consider inviting past IOAPA participants and/or mentors to informational sessions, or just to talk with new students about their experiences.
- Looking for something else, or need help recruiting students? IOAPA has other handouts and program data available on request. Please reach out to **ioapa@belinblank.org** – the IOAPA team would be happy to assist.

Appendix A: Iowa Online AP Academy Student Readiness Checklist

(Adapted from the Project Excel Teacher Recommendation Form developed by Hoffman Estates High School)

Each person has relative strengths and weaknesses. In addition to having taken the appropriate prerequisite courses, the below characteristics may be important for a successful experience in the Iowa Online AP Academy (IOAPA). Please discuss the areas that you or your mentor have identified as areas of weakness. How will you address these areas, as they relate to your participation in the Iowa Online AP Academy?

Please indicate your perspective on the following information below:

1 – Weakness   2 – Average   3 – Strength

School Work Habits/Independent Functioning

____Homework Completion

____Self-Advocacy Skills

____Organizational Skills

____Note-Taking Skills

____Willingness to Access Resources (i.e. tutoring, teacher assistance, etc.)

____Class Preparedness

____Class Participation

Classroom Function Behaviors/Motivation

____Ability to Stay Focused

____Ability to Stay on Task

____Desire to Do Well

____Attempts All Tasks Assigned

____Takes Responsibility for Own Learning

Appendix B: Copy of Registration Agreement

The following is a copy of the checklist of agreements that appears in the IOAPA registration process:

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The following terms apply to participation in the Iowa Online AP Academy, all course vendors' products (course vendor varies according to course), and courses. This agreement indicates your desire and intent to offer these programs and/or courses, through the Iowa Online AP Academy, to students attending your school. Please carefully read and check the following items to express your agreement to IOAPA's policies and requirements:

- ✓ I agree the school is responsible for providing required textbooks and other materials, including technology, as well as for providing appropriate space and scheduled time in the school day for the student to take the class. This includes laboratory space and qualified supervision when applicable.

- ✓ I agree the school will appoint a mentor to help monitor student progress, proctor exams, communicate with IOAPA staff in regards to student progress, and provide support for students enrolled in online courses, among other expectations outlined in the mentor handbook.

- ✓ I agree the school is responsible for registering with the College Board for Advanced Placement exams and assigning an on-site proctor, when applicable.

- ✓ I agree to IOAPA's drop policy as outlined in the mentor handbook.

- ✓ I agree that no more than 8 students per school building may be enrolled in any given course, unless written permission is obtained from the IOAPA team at **ioapa@belinblank.org**

- ✓ Participation in the Iowa Online AP Academy is subject to the terms of the vendor's Terms and Conditions, Privacy Policy, and any other relevant policies, including College Board policies.

- ✓ I have read and agree to the policies and requirements outlined in the mentor handbook, including those not listed above.