

# Application submission guidelines

## *Middle Years Programme (MYP) - IB Americas*

The *Application for candidacy* and *Application for authorization* are both completed as web forms on the [IB Docs](http://ibdocs.ibo.org/iba) website (<http://ibdocs.ibo.org/iba>). Each candidate school will have an account which will be used throughout the application process. The site is an online repository for all the documents required for the submission of each application, which eliminates the need to send documents via post or email. Accounts are created once a school has completed a School Information Form with the Outreach department.

For additional assistance or information, please contact [IB Answers](#). You may also refer to the *Guide to school authorization* for the appropriate programme for further details about the overall process (<http://www.ibo.org/become/guidance>).

### Accessing IB Docs

- Browse to the following URL address: <http://ibdocs.ibo.org/iba>.
- Select your preferred language using the drop-down menu.
- Enter the account username and password. The password must be changed upon first accessing the system by going to “My Data” on the left-hand side menu.

### Completing the application

- Click the link “Access the form” to begin filling out the main application document.
- The other items listed on your account page are supporting documents required to accompany the application document.
  1. Click the “Browse” button to locate and select the document you wish to upload. The document will now appear in the field next to the “Browse” button.
  2. Click the “Publish” button to confirm and save your uploaded document. This must be done for each document you wish to upload.
  3. Once the application is complete and all supporting documents have been uploaded, click the “Finish” button at the bottom.
- Only one document can be uploaded per section. A ZIP file can be uploaded when multiple documents are necessary for a particular requirement.
- All documents must be in one of the following common formats: .doc, .docx, .xls, .xlsx, .pdf, .zip.
- Please be as specific as possible when naming your documents so that the application reviewers will know what it is based on its title. For example: *ABC Middle School – Action Plan.doc*, *ABC Middle School – School Organization Chart.pdf*

## List of supporting documents to be submitted with the *Application for candidacy*

The documents listed below must be submitted via the IB Docs platform along with completing the application web form:

- Documentary confirmation of the legal status of the school and confirmation from the local/provincial/state authorities that the school is recognized as an educational institution, with a certified translation into English, French, or Spanish if written in any other language. Translations of official documents should be duly certified.
- Written confirmation of support from the authorities that will finance the implementation of the MYP in the school
- School organization chart showing the pedagogical leadership team (including the MYP coordinator) and reporting lines  
*\* For partnerships only: The organization chart should be related to the individual school and will include an overview of the leadership across the programme.*
- Documentary evidence of payment of non-refundable fee to the IB Organization
- **For partnerships only:** Description of the structures and meetings that have been planned across the partner schools and across all years of the programme to ensure the continuity of the curriculum and the consolidation of the MYP as one programme across schools. This document relates to the partnership as a whole and should be submitted by the contact school.

## List of supporting documents to be submitted with the *Application for authorization*

The documents listed below must be submitted via the IB Docs platform along with completing the application web form:

### **Philosophy**

- School brochure and promotional literature produced by the school concerning the implementation of the MYP

### **Organization**

- School organization chart showing the MYP pedagogical leadership team (including the MYP coordinator) and reporting lines  
*\*For partnerships only: Each partner school submits its own, as well as an overview of the leadership of the programme across partner schools.*

- Job description of the MYP coordinator including all additional responsibilities besides the MYP coordination. Indicate the percentage of the coordinator's weekly schedule that is devoted to complying with the coordination responsibilities
- Language policy
- Assessment policy
- Academic honesty policy
- Special educational needs policy
- Full MYP class schedules. Include one per MYP year, with clear identification of subjects and duration of class periods  
*\* For partnerships only: Each school submits its own class schedule related to the MYP years that will be implemented in it.*
- **For partnerships only:** Description of the structures and meetings that have been created/implemented across the partner schools and across all years of the programme to ensure the continuity of the curriculum and the consolidation of the MYP as one programme across the schools.

## Curriculum

- Subject-specific vertical planner for each subject
- A description of the process by which the school is developing the student learning expectations for each area of interaction to show progression through the MYP years. The student learning expectations that have been developed up to this point should be included.
- A description (approximately two pages) of the progress and plans that the school has made with regard to horizontal planning of approaches to learning
- One unit of work for each subject according to the MYP unit planning process, preferably from different year levels
- One unit of work derived from interdisciplinary planning
- Report card formats used by the school  
*\* For partnerships only: Each partner school submits its own report card formats.*

## Documentation to be available at the school at the time of the verification visit

The documents listed below should be made available to the site visitors upon arrival at the school:

- Samples of assessed student work covering the MYP criteria for each subject, preferably from different year levels (four samples per subject should normally be sufficient)
- Further samples of unit plans for each subject from different year levels (three samples per subject is sufficient)
- Samples of developmental workbooks for the arts (four samples that include different years of the programme is sufficient)
- Samples of student reflection on service involvement (four samples that include different years of the programme is sufficient)
- Samples of personal projects, if applicable (four samples is sufficient)