

TIMELINE

	1. CONSIDERATION PHASE	2. CANDIDATE PHASE		3. AUTHORIZATION PHASE
GOAL	To familiarize all stakeholders with MYP, plan for and begin implementation, garner support and make an informed decision to begin authorization process	To continue development of curriculum, phase in instruction, and keep parents informed and involved	To demonstrate readiness for authorization; IBO will make the determination as to whether a school should be authorized	To operate effectively as an IB World School, as determined by periodic IBO evaluation
TIMELINE	Minimum 6 months – 1 year	Minimum 1 year		Continuous process
SCHOOL RESPONSIBILITY	<ul style="list-style-type: none"> Conduct feasibility study strategic planning Identify resource needs and sources Gain support from staff, administration, students, and community Send a core team to Level 1 workshop (head of school, IB coordinator, and at least one teacher in each of the eight subject groups) Begin planning for horizontal and vertical articulation Order publications from the IB publications department Develop a three-year plan for the introduction and implementation of the Middle Years Programme <p>Complete and submit <i>MYP Application Form Part A</i> by 1 May or 1 November</p>	<ul style="list-style-type: none"> Continue development and implementation of the strategic plan Establish systems to facilitate ongoing discussion and monitor progress Appoint an MYP coordinator at each site Provide the most recent MYP publications to administrators and staff Use the MYP subject guides to develop course outlines and unit plans Develop a plan for the implementation of the areas of interaction Submit <i>MYP Application Form Part B</i> by June 1st or December 1st Host an on-site authorization visit by an IB North America appointed site visiting team <p>Complete and submit <i>MYP Application Form Part B</i> by 1 June or 1 December</p>	<ul style="list-style-type: none"> Submit work for external monitoring of assessment (optional except in year prior to evaluation) Continue send teachers to Level 2 and 3 workshops Prepare for evaluation four years after authorization and every five years thereafter 	
IB NORTH AMERICA PRODUCTS AND SERVICES	<ul style="list-style-type: none"> Provide Level 1 workshops Provide IB materials and support 	<ul style="list-style-type: none"> Provide Level 1 workshops Provide 2 days and 20 hours of consulting support through an IB North America appointed MYP consultant Provide IB materials and support 	<ul style="list-style-type: none"> Communicate final recommendation for authorization to Director General Provide IB materials and support 	<ul style="list-style-type: none"> Provide Level 2 and 3 training Conduct an evaluation four years after authorization and every five years thereafter Provide IB materials and support