

Application submission guidelines

Primary Years Programme (PYP) - 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 Elementary School – Action Plan.doc*, *ABC Elementary 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 PYP in the school
- School organization chart showing the pedagogical leadership team (including the PYP coordinator) and reporting lines
- Documentary evidence of payment of non-refundable fee to the IB Organization
- Action Plan

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 PYP

Organization

- School organization chart showing the pedagogical leadership team (including the PYP coordinator) and reporting lines
- Job description of the PYP coordinator including all additional responsibilities besides the PYP coordination. Indicate the percentage of the coordinator's weekly schedule that is devoted to complying with the coordination responsibilities
- Job description of the primary school principal
- Language policy

- Assessment policy
- Sample class schedules (include one per year/grade level)

Curriculum

- PYP programme of inquiry
- Three completed unit planners (stages 1-9) for each year/grade level
- Examples of school reports to parents from three different grade levels

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:

- A current version of the school's programme of inquiry
- Updated and newly developed transdisciplinary units of inquiry for each year/grade level
- Unit planners for each year/grade level from outside the programme of inquiry
- Subject-specific scope and sequence documents
- Samples of completed report cards from each year/grade level
- Any policies/essentials agreements regarding the implementation of the programme the school may have adopted or developed, if appropriate