


IB MYP AUTHORIZATION TIMELINE

SSENYONGA DERRICK 2023/2024



INITIAL PREPARATION

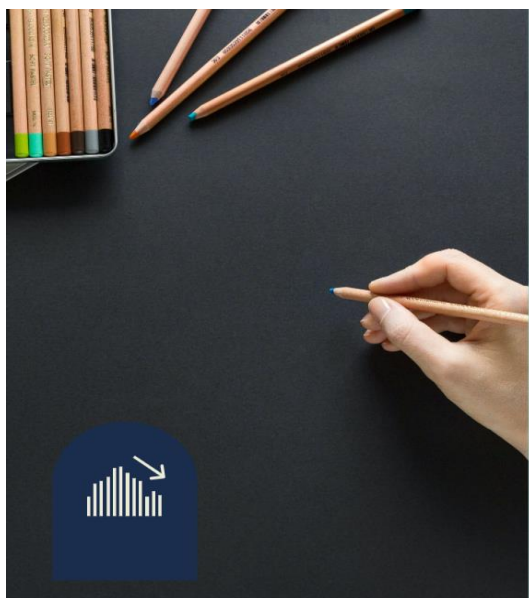
**18-24
Months Before Submission**

- **Must Haves:**
- **Responsible:**
 - School Leadership Team & MYP Coordinator
- **Evidence:**
- Identification of trained MYP teachers, assessment of existing resources
 - against IB standards, initiation of staff training programs.
- **Nice to Haves:**
- **Decision**
 - **Maker:** School Leadership Team
- **Evidence:**
- Evaluation of technology integration, consideration of outdoor learning
 - spaces, and exploration of potential community partnerships.

Curriculum Alignment

**12-18
Months Before Submission**

- **Must Haves:**
- **Responsible:**
 - MYP Coordinator & Curriculum Development Team
- **Evidence:**
- Detailed curriculum mapping demonstrating alignment with IB MYP standards, verification of teacher certifications, and ongoing professional development records.
- **Nice to Haves:**
- **Decision**
 - **Maker:** MYP Coordinator in consultation with School Leadership
- **Evidence:**
- Assessment of additional resources for MYP classrooms, plans for technology integration, and exploration of opportunities for arts and cultural enrichment.



Resource Planning

**6-12
Months Before Submission**

Staff Training and Development

3-6

Months Before Submission

- **Must Haves:**
- *Responsible:*
 - MYP Coordinator & Professional Development Team
- *Evidence:*
 - Records of ongoing training sessions, evidence of teacher competence in
 - MYP principles, and communication channels for feedback and support.
- **Nice to Haves:**
- *Decision*
- *Maker:* MYP Coordinator in consultation with Professional Development
 - Team
- *Evidence:*
 - Consideration of technology integration progress, evaluation of
 - extracurricular programs, and feedback on the effectiveness of outdoor
 - learning spaces.

Final Review and Documentation

1-3

Months Before Submission

- **Must Haves:**
- *Responsible:*
 - MYP Coordinator & Authorization Team
- *Evidence:*
 - Comprehensive documentation including curriculum maps, staff training
 - records, budget allocation, and facilities readiness.
- **Nice to Haves:**
- *Decision*
 - *Maker:* Authorization Team in consultation with MYP Coordinator
- *Evidence:*
 - Final assessment of collaborative spaces, technology integration, and
 - extracurricular programs.



Application and Evaluation

Submission

- **Must Haves:**
- *Responsible:*
 - MYP Coordinator & School Leadership,
- *Evidence:*
 - Submission of complete application, evidence of compliance with IB
 - standards, and communication channels open for queries.
- **Nice to Haves:**
- *Decision*
 - *Maker:* School Leadership Team in consultation with MYP Coordinator
- *Evidence:*
 - Final evaluation of additional elements like community partnerships,
 - language support, and cultural enrichment.