

IB AUTHORIZATION TIMELINE FOR KABOJJA INTERNATIONAL SCHOOL

1. 18-24 Months Before Submission: Initial Preparation

- **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.

2. 12-18 Months Before Submission: Curriculum Alignment

- **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.

3. 6-12 Months Before Submission: Resource Planning

- **Must Haves:**
 - *Responsible:* School Business Manager & MYP Coordinator
 - *Evidence:* Budget allocation for MYP resources, procurement records, and documentation of facilities preparedness for MYP activities.
- **Nice to Haves:**
 - *Decision Maker:* School Business Manager in consultation with MYP Coordinator
 - *Evidence:* Evaluation of potential collaborative spaces for project work, consideration of language support for multilingual students, and plans for student-led extracurricular initiatives.

4. 3-6 Months Before Submission: Staff Training and Development

- **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.

5. 1-3 Months Before Submission: Final Review and Documentation

- **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.

6. Submission: Application and Evaluation

- **Must Haves:**

- *Responsible:* MYP Coordinator & School Leadership Team
- *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.