

Documents Needed for Authorization

Documentation	Due to IB
Application Paperwork	April 2015
School brochure & promotional literature produced by the school concerning the implementation of PYP	April 2015
School organization chart showing the pedagogical leadership team and the reporting lines	April 2015
Job description of the PYP coordinator including all additional responsibilities. Indicate percentage of coordinator's weekly schedule devoted to complying with coordination responsibilities.	April 2015
Job description of school principal	April 2015
Language Policy (almost complete; needs review)	April 2015
Assessment policy (completed; needs review)	April 2015
Sample class schedules (one per grade level)	April 2015
POI	April 2015
Three completed unit planners (stages 1-9) for each grade	April 2015

Documents Needed for Authorization

Examples of school reports to parents from 3 different grade levels	April 2015
Action Plan	April 2015
Samples of work completed by students (should indicate the process of/progress in learning, includes teacher feedback & student reflection and self assessment, and reflects learning within and outside of the transdisciplinary programme)	Verification Visit
A current version of the POI	Verification Visit
Updated and newly developed units of inquiry for each grade	Verification Visit
Unit planners for each grade from outside of the POI	Verification Visit
Subject-specific scope and sequence documents (TEKS)	Verification Visit
Samples of completed report cards from each grade level	Verification Visit
Any policies/essential agreements regarding the implementation of the programme the school may have adopted.	Verification Visit