



INTERNATIONAL BACCALAUREATE ORGANIZATION

Diploma Programme

Application form part A

*(To be submitted at least **15 months** prior to the planned commencement of teaching the programme.)*

The appropriate application fee must be paid to the finance office in Cardiff or to IBNA New York office for North American schools when submitting this application part A.

Name of school:

Incline High School

Date of submission:

September 29, 2009

*Diploma programme
Application form part A
(application for candidate status)*

Published September 2006

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Organisation du Baccalauréat International
Route des Morillons 15
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SWITZERLAND

Notes to the user

1. This *Diploma Programme application form part A* should be read in conjunction with:
 - *Diploma Programme guide to school application*
 - *Diploma Programme school guide to the authorization visit*
 - *Application procedure for candidate schools*
 - *Rules for authorized schools: Diploma Programme*
 - *General regulations: Diploma Programme*Further information can be found in *Schools' Guide to the Diploma Programme* (<http://www.ibo.org/>).

2. This application form requests information under the following headings.
 1. Contact details
 2. School information
 3. Students
 4. Academic programmes
 5. Master schedule/timetable
 6. Teaching personnel
 7. School facilities
 8. Preparation for the introduction of the IB Diploma Programme—consultation
 9. Preparation for the introduction of the IB Diploma Programme—financial planning
 10. Preparation for the introduction of the IB Diploma Programme—implementation

3. This document also includes the following additional information and requests for information.
 - Application part A coversheet
 - Appendix 1 Proposed IB Diploma Programme subjects
 - Appendix 2 Professional development of IB Diploma Programme teachers

4. This *Diploma Programme application form part A* and appendices should be completed electronically and e-mailed to the IB regional office. The application should also be copied to the appropriate regional representative (where applicable).

Insert your responses in the boxes provided for each question. The boxes will expand as you type your responses. Ensure that the school is clearly identified in all correspondence.

Note: If you are unable or unwilling to provide information for any of the items in this application, please provide an explanation.

APPLICATION PART A COVERSHEET

To the director general of the International Baccalaureate Organization (IBO),
Geneva, for authorization to offer the IB Diploma Programme

Official name of school:

Incline High School

On behalf of the above-named school, I request official authorization to offer the curriculum of the IB Diploma Programme and to register candidates for the examinations. Information about the school is supplied on the attached form and in the accompanying documents.

I understand that after submission of part A of the application form, if the required conditions are fulfilled, the school will achieve candidate status. Furthermore, I understand that part B of the application form must be submitted to the regional office at least two months prior to the planned authorization visit.

I confirm that:

- A. I have read the following documents and agree to abide by the regulations, criteria and conditions for candidate schools stated therein:
 - *Application procedure for candidate schools*
 - *Rules for authorized schools: Diploma Programme*
 - *General regulations: Diploma Programme*
- B. the appropriate financial authorities of the school/public school district know of the schedule of IB Diploma Programme fees and have agreed to their timely payment
- C. the school will not advertise or otherwise imply that it is authorized to offer the IB Diploma Programme unless, and until such time as, the school receives notification of authorization from the IBO director general, Geneva
- D. the school will only use the "IB World School" logo if and when the school is authorized to offer the IB Diploma Programme.

I agree that this electronic application form, whether signed electronically or not, will be understood by the IBO to have been read and endorsed by the head of the school, without a signed hard copy being necessary.

I understand and accept that any dispute arising from, or in connection with, part A or part B of the application, or any other document relating to the authorization process, shall be finally settled by three arbitrators in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

I further declare that, to the best of my knowledge, the information given on this form is correct.

Name and title of head of school:

John Clark, Principal

Signature:

Date:

John Clark

Sept. 29, 2009

IB candidate schools: a guide to publicizing your plans

Congratulations on your decision to apply to become an IB World School. We know that candidate schools are very enthusiastic and eager to keep their school community informed of progress being made in their application.

In order to assist schools with their promotion and communication, the IBO asks you use the following text, unchanged, in school publications, newsletters, brochures, staff advertisements and web sites.

(INSERT NAME OF SCHOOL) is a candidate school for the (insert name of programme). This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that (this school) believes is important for our students.*

**Only schools authorized by the International Baccalaureate Organization (IBO) as IB World Schools can offer any of its three academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme. Candidate status gives no guarantee that authorization will be granted.*

For further information about the IBO and its programmes, visit <http://www.ibo.org>.

There are two documents that you should refer to for information and advice.

1. *Application Procedure for Candidate Schools*. Article 4 concerns misleading statements in school publicity.
2. *IBO Policy and Rules for Use of IBO Intellectual Property*. This provides information on the correct use of IBO trademarks and copyright material, detailing what you can copy and how. For example, you may not use any of the IBO's logos and you must acknowledge the IBO as the source when you quote directly.

If you have any questions with regard to publicity, please contact your regional office or the communications team at communications@ibo.org.

Finally, we wish you success in your implementation work and look forward to welcoming you as an IB World School.

Communications department

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1 CONTACT DETAILS

1a Name of candidate school:

Legal registered name of school: *(if different from above)*

Full postal address:

Street address: *(if different from above)*

Telephone: *(include country and area codes)*

Fax: *(include country and area codes)*

E-mail address of:

Head of school

General e-mail address for school

IB Diploma Programme coordinator designate

School public web site

1b Name and current position and responsibilities of the IB Diploma Programme coordinator designate: