



International
Baccalaureate

INTERNATIONAL BACCALAUREATE ORGANIZATION

Primary Years Programme

Application form part A
(application for candidate status)

School name:

Incline Elementary School

*Primary Years Programme
Application form part A
(application for candidate status)*

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Organisation du Baccalauréat International
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Notes to the user

1. This *PYP application form part A* should be read in conjunction with:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

In addition, it is important that schools consult the following documents:

- *Making the PYP happen*
- *Programme standards and practices*
- *IB learner profile booklet*
- *PYP coordinator's handbook.*

Further information can be found in *School's guide to the primary years programme* (<http://www.ibo.org>).

2. This application form requests information under the following headings.

1. Contact details
2. School information
3. PYP section
4. School's planning and support
5. School site and facilities
6. Teaching personnel
7. PYP coordinator
8. Finance and planning
9. Management of resources
10. Implementation of the programme

3. This document also includes the following additional information and requests for information.

- Application coversheet
- Appendix 1 Classes in the PYP section
- Appendix 2 Organization of teaching time
- Appendix 3 PYP staff training
- Appendix 4 Transdisciplinary units of inquiry (applicable to *PYP application form part B* only)
- Appendix 5 PYP teaching staff and qualifications
- Appendix 6 Proposed PYP implementation budget
- Appendix 7 Action plan for implementing the PYP

4. This *PYP application form part A* and supporting documentation should be sent to the appropriate IBO regional office at the end of the school's first phase of the application process—consideration phase: feasibility study and identification of resources (please refer to articles 8–9 of *Application procedure for candidate schools*), at a time to be determined in consultation with the regional office.

5. The PYP application form part B and supporting documentation should be sent at the end of the school's second phase of the application process—candidate phase: trial implementation period (please refer to articles 9–10 of Application procedure for candidate schools). This trial implementation period must last for at least one year.
6. This application form, and all supporting documentation, must be submitted in one of the IBO's official languages: English, French, Spanish. Translations of official documents should be duly certified.
7. The PYP application forms and appendices should be completed electronically and returned to the appropriate regional office. Please insert your response in the box provided for each question. The box will expand as you type your response. In consultation with the regional office, any supporting documentation should be sent on CD-Rom(s) wherever possible. Where this is not possible, hard copies of the documents should be provided. Please ensure that the school is clearly identified in all correspondence.

Note: Deadlines for submitting applications may vary from region to region. Please check with your regional office for the application deadline that applies to your school. If you are unable or unwilling to provide information for any of the items in this application, please provide an explanation.

APPLICATION COVERSHEET—PART A

To the regional director of the International Baccalaureate Organization (IBO), for permission to implement the Primary Years Programme as a candidate school

Official name of prospective PYP candidate school:

Incline Elementary School

On behalf of the above-named school, I request permission to implement the Primary Years Programme (PYP) of the International Baccalaureate Organization as a candidate school preparing for official authorization. Information about the school is supplied on the attached form and the accompanying documents. The relevant application fee is included.

I confirm that I have read the following documents and agree to abide by the regulations, criteria and conditions stated therein:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

I understand that acceptance as a candidate school by the IBO regional office does not guarantee future authorization to offer the PYP. The final decision on the application for authorization is reached by the IBO director general after submission of the *PYP application form part B* and after an authorization visit, by an IBO visiting team, has taken place.

I confirm that the school will not advertise or otherwise imply that it is authorized to offer the PYP unless, and until such time as, the school receives notification of authorization from the IBO director general, Geneva. Should permission to implement the PYP as a candidate school be granted by the regional office, the school will present itself as a candidate school preparing for authorization.

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 prospective candidate school, without a signed hard copy being necessary.

I understand and accept that any dispute arising from, or in connection with, this 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 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:

Date:

Principal Kathleen Watty

March 29, 2010

APPLICATION CONDITION

A school must have conducted a feasibility study before submitting an application for candidacy.

Proposed date of commencement of trial implementation phase: *(day-month-year)*

1 CONTACT DETAILS

1a	Name and title of head of school:	<input type="text" value="Kathleen Watty, Principal"/>
1b	Name and title of primary school principal:	<input type="text" value="Kathleen Watty, Principal"/>
1c	Name and title of PYP coordinator:	<input type="text" value="Serena Robb, WCSD Coordinator"/>
1d	Name of school:	<input type="text" value="Incline Elementary School"/>

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

Postal address:

Street address: *(If different from above)*

Telephone:	<i>(Include country and area codes)</i>	<input type="text" value="1-775-832-4250"/>
Fax:	<i>(Include country and area codes)</i>	<input type="text" value="1-775-832-4255"/>
Web site:		<input type="text" value="http://www.washoecountyschools.org/inclines/"/>
E-mail:	Head of school/primary school principal	<input type="text" value="kwatty@washoe.k12.nv.us"/>
	General for the school	<input type="text" value="www.inclineschools.org"/>
	PYP coordinator	<input type="text" value="srobb@shoe-reno.com"/>