

PYP-MYP Pre-authorization Consultation Visits Overview

The overall **purpose** of a pre-authorization consultation visit is to help the school review its implementation and assess its readiness for an authorization visit. The role of the pre-authorization visitor(s) is to help the school determine in which areas progress has already been made, which areas need more focus/attention or further development.

For MYP candidate schools, this visit is a part of the requirement before the authorization visit.

In the preparation for the visit, the school will be asked to upload the below listed documents to the IB Docs, which is an online repository for all documents required for IBAEM visits:

PYP:

1. The school's action plan for the trial implementation
2. Programme of inquiry
3. 6 Units of inquiry planners from across grades
4. School information update for a PYP pre-authorization visit (a form is available in the Library section of the IB Docs)
5. Update of school's application part A (relevant sections only)
6. Proposed agenda for the visit (a template is available in the Library section of the IB Docs)
7. Visit preparation form (a form is available in the Library section of the IB Docs)

The 1 to 5 items should also be available on site.

MYP:

1. Proposed agenda for the visit (a template is available in the Library section of the IB Docs)
2. Visit preparation form (a form is available in the Library section of the IB Docs)

After the visit, the visitor will complete a written report for the regional office providing an overview of the school's implementation status, summarizing the main proposals identified to the school and advising the regional office whether the tentative timeline for the authorization visit should be adhered to, or adjusted. The visitor does not identify dates for the authorization visit or advise the school when to request the authorization visit. The authorization visit schedule is established by the regional office in consultation with the school, taking into account the report of the consultation visit, as well as many other factors.