

INTERNATIONAL BACCALAUREATE NORTH AMERICA & THE CARIBBEAN IB MIDDLE YEARS PROGRAMME

IB NORTH AMERICA EVALUATION SUBMISSION GUIDELINES

Please follow these guidelines for submission of the *Programme Evaluation Self-Study Questionnaire*:

- Mail **four** binders to IB North America to arrive two months before the date of the visit
 - Include the completed *Programme Evaluation Self-Study Questionnaire* and all requested supporting documents in a 3 inch wide (maximum), **blue**, three-ring binder
 - Include an index or table of contents
 - Organize divider tabs according to the checklist provided in *Programme Evaluation Guide*
 - Label the spine of the binders with the school name, Evaluation, & date
 - Indicate which binder includes the original copies
 - Use double-sided printing on 8.5 x 11 inch paper
 - Divide the materials by school in partnership applications (the self study requires complete information on all schools involved in the MYP partnership)
- Include one CD ROM with the completed *Programme Evaluation Self-Study Questionnaire* and all requested supporting documents
 - Label the CD and case with school name, Evaluation, & date
- Do not include:
 - Loose pages
 - Clear plastic pockets or page inserts
- Do include:
 - Your school color(s), mascot, motto, pictures, student artwork, etc.
 - Original signed letters and application
- Send the **four** binders, one CD ROM, and application fee to:

International Baccalaureate North America
ATTN: IB Middle Years Programme
475 Riverside Drive, Suite 240
New York, NY 10115