

TO: Interested Primary Years Programme Schools

**FROM: Michael W. Clifton, IB Primary Years Programme Manager,
IB North America
Lauren M. Dittrich, IB Primary Years Programme Associate,
IB North America**

**RE: The Application and Authorization process to offer the IB Primary
Years Programme**

We welcome your interest in the International Baccalaureate Primary Years Programme (PYP). The PYP strives to assist children in developing an international perspective and to become aware of and sensitive to the points of view of people in other parts of the world.

The documents on this webpage were created to guide schools through their exploration and development of the International Baccalaureate's Primary Years Programme. These documents describe the steps taken during the consideration, implementation and application phases. We encourage you to stay in contact with our office and available to provide assistance with any questions or concerns.

Information regarding the International Baccalaureate (IB) and on the IB Primary Years Programme is available on the IB website, www.ibo.org. The site also features information on IB publications, as well as dates and locations of workshops and conferences.

We strongly advocate the attendance of IB workshops while interested schools consider the PYP. The Level One workshop provides a solid overview of the philosophy and practical application of the programme, as well as further details of the application and authorization process. Workshops serve as an arena for dialogue and the development of relationships with other schools and programmes throughout the IB.

We look forward to working with you. Should you need further information we will be happy to assist you; please do not hesitate to contact us.

Sincerely,

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Important Note:

Please be advised that only schools officially authorized by the International Baccalaureate (IB) may use the name, programme designations, and other copyrighted materials. Therefore, as you introduce and discuss the programme throughout your school community, you must ensure that a clear statement, which indicates that your school is not an IB Primary Years Programme until formal authorization, accompanies any reference to the programme. The IB logo is copyrighted and may not be used by schools. It is imperative that interested schools adhere to these regulations.