

## **IB Americas: *Conditions for the approval of relocation***

### **A school wanting to relocate should submit proof of the following evidence:**

1. That the old site will either close down or stop teaching the IB programme.
2. That the new site is ready for teaching at a stipulated date.
3. That the new school facility will come under the same governing body of the old school. If the school comes under a different governing body or district, proof of support will need to be submitted together with budgetary requirements similar to those of the application process.
4. That the current Principal will move to the new facility. If the Principal does not move, submit letter of new Principal showing support to the programme.
5. That the current IB coordinator will move to the new facility. If the IB coordinator does not move, the school must submit proof of IB training for the IB coordinator designate.
6. That the current trained staff will move to the new facility. If not all trained staff moves, the school must submit the percentage of staff that will be relocating. If more than 2/3 of teachers move, the school must submit proof of professional IB training for new teachers. If less than 2/3 teachers move, IB Americas will assess whether a new authorization process will have to take place.
7. That the students will move to the new facility. If not all students move, the school must submit the percentage of students that will be relocating. If more than 2/3 of the students move, the school must submit proof of support of new parents and students to the IB programme. If less than 2/3 students move, IB Americas will assess whether a new authorization process will have to take place.
8. Name of the new school (if different from previous name).

At the discretion of the IB Americas office, a site visit to inspect the new facility might take place at the expense of the school. During the visit, an IB Americas representative will inspect the new facility and meet with the Principal, the IB coordinator and a member of the governing body to ensure that the programme is properly implemented. Following the visit and confirmation of the above items, IB Americas will recommend approval of the change to the Director General. Once approved, the IB curriculum and assessment office in Cardiff will be notified of the name and address change. The school will maintain the same IBIS school code.

Please submit the above documentation to:

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