

19 May 2016

Jeannine Clark
Head of school
Pelham Memorial High School
School code: 052447
575 Colonial Avenue
Pelham, NY 10803
United States

Re: Request for candidacy

Dear Jeannine Clark:

We are pleased to inform you that the application for candidacy for the Middle Years Programme at Pelham Memorial High School has been accepted. Pelham Memorial High School is recognized as an IB candidate school for the Middle Years Programme as of 1 September 2016. Please use the school code 052447 in all communications with the IB.

The IB will provide the school continued support throughout the candidacy phase. Your school will be assigned a consultant who will provide 20 hours of remote consultation and will arrange a two-day on-site consultation visit. You will receive information about your assigned consultant at least one month before your candidacy begins. Further support for the school's work towards authorization is provided in the IB document *Consultation process: Guidelines for consultants* (2011), which can be found in the resource library on IBO.org.

In addition, all teachers in the MYP section of your school can now be given access to the IB online curriculum centre (OCC), where teachers can obtain electronic versions of IB publications and teaching materials. Access to the OCC will also give your teachers the opportunity to participate with IB practitioners worldwide in online forums on programme-related topics. The school's programme coordinator will soon receive an e-mail from the OCC team with information on how to register your MYP faculty to the OCC.

Throughout the candidate phase for the MYP, the *Rules for candidate schools* (2014) remain applicable and your school will work towards the fulfilment of the requirements for authorization as identified in the *Guide to school authorization: Middle Years Programme* (2014). An annual candidate fee will apply.

Please note that your school may not yet advertise itself as an IB World School authorized to offer the Middle Years Programme until it has received an official IB authorization. You are, however, entitled to describe your school as a candidate school. If you wish to advertise this information, you are required to use the following text:

Pelham Memorial High School is a candidate school for the Middle Years Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Pelham Memorial High School believes is important for our students.*

**Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.*

For further information about the IB and its programmes, visit <http://www.ibo.org>

We invite you to read the *Rules and policy for use of IB intellectual property* published on our website (<http://www.ibo.org/copyright/intellectualproperty.cfm>). This publication will give you further guidance on the use of the IB documents in order to avoid their misuse and the ensuing consequences.

To provide you with continued support, we would appreciate it if you inform the regional office of any changes in contact details for the school.

Congratulations on your school's achievement of candidacy. We look forward to working further with your school towards authorization and wish you every success in the next phase of development.

Sincerely,



Richard Henry

Director of School Services

CC: Sean Llewellyn, MYP coordinator Pelham Memorial High School