



# Academic Year For MYP Coordinators



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MYP Coordinator's Handbook



## Beginning

- Transition your school's ManageBac account to the new school year
- Confirm annual IB fees were paid
- Audit or renew online subscriptions
- Support teachers new to your school or the MYP
- Confirm professional development needs
- Register students for eAssessments and projects
- Set up collaborative meeting expectations and schedules
- Review moderation schedule for subjects groups
- Schedule special days, assemblies and MYP presentations



## Middle

- Continue to develop a shared understanding of the IB Philosophy
- Analyse the previous year's personal project and eAssessment results (if relevant)
- Facilitate student service as action and personalised learning goals
- Host the personal project presentations
- Set up a moderation process for the projects
- Host student and parent information sessions for next year's MYP students
- Begin transition preparation for PYP students
- Submit purchase requests for next academic year
- Review new coordinator notes, the assessment calendar and other key documents



## End

- Conduct eAssessments (if relevant)
- Support MYP5 student transition to DP (include new starters)
- Assist with DP subject choices for MY5
- Review policies, handbooks and other guiding documents
- Confirm next year's budget
- Contact and begin induction of new faculty
- Identify professional development needs
- Transition leavers, staff & students
- Begin transition of new students to the programme

