



Association of German International Schools  
*"working together to support learning"*

**Procedure for the approval of new schools into AGIS**

In order ensure that the process of gaining full membership of AGIS is clearly understood, the following represents a set of expectations and timeline for completion.

<b>Step</b>	<b>Activity</b>	<b>Time frame</b>	<b>Responsible</b>
1	Letter of intention to become a Regular Member school written to AGIS Board signed by school head.		School head
2	Letter to school head confirming Prospective School status with a copy of the AGIS Policy Handbook. Details of the timing of the next AGM and Head's meetings sent to the school	Within 4 weeks of step 1	AGIS Executive Director
3	A file is opened for the school in the AGIS secretariat with a timeline established for completion of the process.	Within 4 weeks of step 1	AGIS Secretariat
4	AGIS Board member contacts school and clarifies the proof of provisional membership of CIS/ECIS.	Within 6 weeks of step 1	AGIS Board member
5	When step 4 has been completed and status confirmed arrangements made for a representative from a Regular Member school to visit the prospective school	Within 6 months of step 1	AGIS Secretariat and Board Member
6	If the above conditions have not already been met, a letter is sent to head of school to confirm that prospective status will end in 12 months	One year after step 1	AGIS Executive Director
7	Having received confirmation that all requirements have been met the visiting Board member makes a recommendation to the AGIS Board	After the school visit	Visiting AGIS member
8	AGIS Board make a proposal to accept the new school at the AGM in April/May	Within a maximum of two years from step 1	AGIS Board Chair
9	AGIS Office writes to confirm decision of the AGM.	Within 4 weeks of step 8	AGIS Executive Director
10	In the event that no progress has been made beyond step 4, the school to be notified in writing that their Prospective Membership status has been rescinded and the consequent implications.	Within 2 years of step 1	AGIS Board Chair