



INSTITUTIONAL PEER PROFILE REPORT REQUEST Fall of the Current Academic Year

INSTRUCTIONS

ATS offers the Institutional Peer Profile to its member schools as a statistical resource. Schools may identify no fewer than five and no more than 15 ATS member institutions that they consider to be “peers” on the basis of any of a number of institutional characteristics (i.e., size of enrollment, annual operating budget, denominational affiliation, etc.) and compare their school’s statistics with those of their “peers.”

The data are presented in a format that maintains the confidentiality of the peer institutions’ information by providing the peer group figures as a total average or median.

This form is used to generate a new Institutional Peer Profile Request. ATS will provide member schools with one institutional peer profile, per year, free of charge. There is a \$100.00 fee for each additional profile.

NOTE: A valid IPPR Request must contain between 5 and 15 schools.

To begin the process, first click on the “Add New IPPR Request” button.

Next, provide the request with a distinct and descriptive name.

For example, a profile based on other schools in the immediate area could be named Geographical; a profile of schools that have the same denominational affiliation could be called Denominational or could bear the denomination name; a list of schools that are emulated could be called Aspirational.

Whatever the name, it should identify for you the common thread that links the peer schools you have selected for that profile.

Add schools to the request by clicking on the “Add New School.” link. Select a school using the drop-down menu, and then click on the “Save New School” link. Repeat this process until 5 to 15 schools are selected. When the desired number of schools has been chosen, click on “Save Request.” Clicking “Close request” will return to the main IPPR form screen. Request can be edited as desired before it is submitted.

ARF PROGRAM NOTES

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the “Export” icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

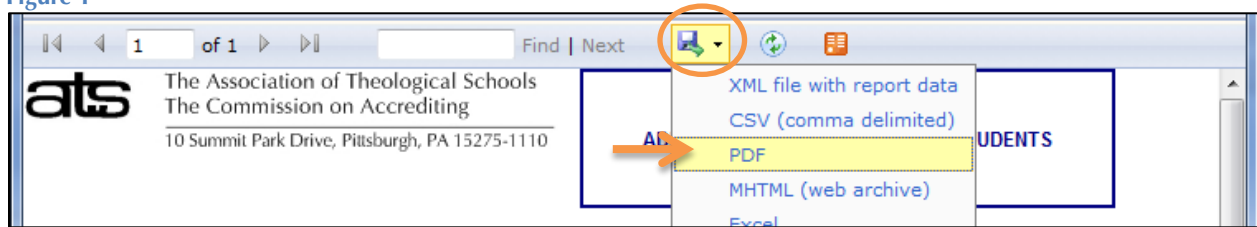


Figure 2

