

## Form IPPR: Institutional Peer Profile Report Request

Current Survey Year

### INSTRUCTIONS

ATS offers the Institutional Peer Profile Report (IPPR) to its member schools as a statistical resource. Schools may identify no fewer than five and no more than 15 active 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 specially designed Institutional Peer Profile will be emailed to the Chief Executive Officer in the Spring. ATS will provide member schools with one institutional peer profile, per survey year, free of charge. There is a \$100 fee for each additional profile.

Select Yes/No to indicate "Would you like one or more Institutional Peer Profile Reports for your institution?".

This form is pre-loaded with the peer profiles requested in the form from the previous survey year.

Check the boxes in the **Active** column to mark active Peer Profile(s) for which you want to receive an Institutional Peer Profile Report.

**Is a Valid Request\*:** If a profile does not meet the min/max criteria or if a school selected in a peer profile is no longer an active member school, the request will be noted as invalid and the school will be identified with "(school deactivated)" at the end of the school name.

**# of Schools:** indicates the number of school in your peer profile marked active.



**View/Edit:** opens the profile to view/edit the list of schools in the peer profile.

#### Add New Profile to start a new peer profile

**Profile Name:** Enter a distinct and descriptive name in the profile name field.

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 the common thread that links the schools selected for that profile.

Click "**Save Request**" to save the profile name and, if adding a new peer profile, activate the "Add Schools" section of the form.

*If peer profile does not meet the criteria of no less than 5 and no more than 15 schools, a validation message will appear in red and remain until the selection of schools meets these criteria.*

Click "**Add New School**" to select a school from a drop-down list. The highlight will move through the list alphabetically as you type the first letters of a member school's name or you. You can also navigate the list with the side scroll bar, a mouse, or the arrow keys on a keyboard.

Select "**Save New School**" to add the selected school to the Peer profile.

**Cancel New School** will cancel the active school selection

Repeat Adding Schools as needed until the peer profile includes at least 5 and no more than 15 schools.

A check/box icon in the "Active" column, to the right of each school name indicates if a school is active (check) in the peer profile. Click the icon to switch the current status.

A school cannot be deleted from a peer profile, it can only be marked inactive (box). Inactive schools do not count towards the min and max school count for a peer profile and will not be include in the # of schools count on the profile summary.

**Close Request** click here to save the selections and return to the previous screen.

Repeat adding requests as desired.