

INSTITUTIONAL PEER PROFILE REPORT (IPPR) REQUEST Current Reporting 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 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 IPPR Request. ATS will provide member schools with one IPPR, per year, free of charge. There is a \$100.00 fee for each additional IPPR.

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

Previously selected IPPR requests will be displayed upon entering the IPPR Request form.

- If you do not wish to receive an IPPR at this time, check the box “No IPPR is requested”
- To reuse previously selected IPPR requests select Yes in the “Use Peer Set” column.
- To add a new IPPR request click the “Add New IPPR Request” button
 - o 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.

- o Click “Save Request” to save the profile name and activate the “Add Schools” section of the form.

A message will appear indicating **A VALID IPPR REQUEST MUST CONTAIN NO LESS THAN 5 SCHOOLS AND MUST CONTAIN NO MORE THAN 15 SCHOOLS**. The message will remain as long as the selection of schools does not meet the stated criteria.

- o Click “Add New School”
 - o Select a school from the drop down list. The list can be narrowed by selecting the first letter of the schools name from the list of letters available above the drop down list.
 - o Select “Save New School to add the selected school to the Peer Set.
- o Repeat Adding Schools until a min of 5 and a max of 15 schools are selected.

Selected schools can be activated and deactivated by toggling the button in the Active column. A green dot with a check mark indicates an active selection and a red X indicates an inactive selection.

- o Click Close Request to save the selections and return to the previous screen.
- o Repeat adding requests as desired.

One request per reporting year is provided free of charge, each additional request is \$100 and will be invoiced to the member school upon delivery of the IPPR.