

## 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 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.

This form is pre-populated with the valid profile requests requested in the previous survey year.

**No IPPR requested:** If you do not wish to receive an IPPR at this time, check this box.

**Use Peer Set:** Select Yes/No to indicate if you wish to continue using the Peer Set(s) from the previous survey year.

**Add New IPPR Request:** click here to start a new peer set

 **View/Edit** an existing peer set, to open the list of schools in the peer set.

**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 set, activate the "Add Schools" section of the form.

*If peer set 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 this 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 Set.

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

Repeat Adding Schools as needed until the peer set 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 set. Click the icon to switch change the current status.

A school cannot be deleted from a peer set, it can only be made inactive (box). Inactive schools do not count towards the min and max school count for a peer set.

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

Repeat adding requests as desired.