VAIS ACCREDITATION SURVEYS
2013-2014
VAIS Surveys

Overview
VAIS accreditation surveys, which are aligned with VAIS Standards for Membership, are available only to member schools. Surveys can be augmented with school or program specific questions to use in conjunction with one of the NEW models of self-study available at the ten-year evaluation (see [www.vais.org](http://www.vais.org) for further explanation of new models). While surveys are required at the initial or ten-year evaluation, they can be administered at any time for schools desiring to collect data for decision-making purposes and identification of trends.

**Required surveys are available for the following constituents:**
1. Administrators
2. Faculty
3. Parent
4. Student
5. Trustee/Board

**Optional surveys (available for no additional cost).**
6. Alumna/Alumnus (administration of this survey can help to provide feedback on graduate success.)
7. Past Parents

VAIS accreditation surveys are not required at the time of an interim evaluation, but schools are required to demonstrate intentional solicitation of input from constituents. It may be helpful to use the surveys as a means of gathering data relevant to all Standards and for the identification and analysis of trend lines.

VAIS suggests that schools conduct surveys 12-24 months prior to the on-site visit.

**SURVEY PRICING:**

- $250.00 per constituent survey for unlimited participants
- $1,000.00 for all seven surveys for unlimited participants
- $10.00 per question per survey for added questions

**INCLUDED:**

1. Access to surveys for set period of time to be determined by the school.
2. A data-reporting format that can be downloaded by the school for its own uses.
3. Archival of data for comparative use in the future.
4. Benchmarking Report available to those schools that administer the five required surveys.
GETTING STARTED WITH YOUR ACCREDITATION SURVEYS:

- If you have not already done so, designate a ‘Survey Coordinator’ at your school to be the main point of contact between the school and VAIS.
- Determine the proposed **start and end dates** for your surveys. Please keep the following in mind:
  - Surveys can “open” approximately five business days following receipt of payment. However, this is dependent on the number of added questions.
  - Results of surveys will begin to be provided to your school when the surveys “open.” When the surveys “close” full data is available immediately.
  - VAIS suggests that surveys be “open” for at least three weeks.
- On the “VAIS Survey Target Dates”
  - Record open and close dates.
  - Record which surveys should be open for more than one use on the same computer.
  - Record surveys to which you wish to add questions.
  - Record the URL or URLs to which respondents should be sent at the conclusion of the survey.
  - Submit the form and payment to VAIS Director of Operations.
- The school should generate an email for each group it will be surveying. It is important to stress in this email that these surveys are anonymous and secure and that the purpose of the survey is to gather information to be used in the self-study process. A sample email has been provided for your convenience.
- You might find that you have “crossover” constituents who are members of more than one group. A rule of thumb to apply to these people is to have them surveyed as part of the **smallest group** to which they belong, i.e. an alum who is on the board would take the board survey, a parent who is also a faculty member would take the faculty survey, etc.
- VAIS recommends that the following yields be reached during the survey process:

<table>
<thead>
<tr>
<th>Group</th>
<th>Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>95%</td>
</tr>
<tr>
<td>Alumna/us</td>
<td>33%</td>
</tr>
<tr>
<td>Faculty</td>
<td>95%</td>
</tr>
<tr>
<td>Parents</td>
<td>50%</td>
</tr>
<tr>
<td>Past Parents</td>
<td>33%</td>
</tr>
<tr>
<td>Students</td>
<td>75%</td>
</tr>
<tr>
<td>Trustees/Board</td>
<td>90%</td>
</tr>
</tbody>
</table>

Your survey coordinator will have access to the results of the survey as it is being taken, so it will be possible to monitor the yield for each group.
## Target Date Form

**Instructions:** Please enter your target beginning and ending dates.  
**Note:** It is possible to extend the time of surveys if yields have not been met.

<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Beginning date</th>
<th>End date</th>
<th>Enter an X to allow survey to be administered to multiple users on one computer.</th>
<th>Enter an X showing the surveys to which additional questions will be added.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board/Trustee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Parent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumna/Alumnus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Past Parent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mail this form along with the invoice to:

Ellen C. Bostic, Director of Operations  
Virginia Association of Independent Schools  
6802 Paragon Place, Suite 525  
Richmond, VA 23230

- **School Name**  
- **Survey Coordinator**
- **Phone/Email**

**Official Mission Statement**  (Your mission statement will be included in the text of the survey.) Please type the mission statement to ensure correct transcription into the survey.

**URL of website to loop constituents to upon completion of the survey, i.e. www.vais.org or school’s website.**  (You might like to promote a special part of your website. Note: it is possible to link different constituents to different parts of your website. Alums might be taken to a special Alumna/Alumnus page.)
INVOICE

Surveys for the Ten-Year or Initial Visit

TOTAL DUE: $1,000.00

School Name: ____________________________________________________

School Address: __________________________________________________

School Contact: __________________________________________________

Please mail the completed Invoice, Target Date Form and payment to:

Ellen Bostic
Director of Operations
Virginia Association of Independent Schools
6802 Paragon Place, Suite 525
Richmond, Virginia 23230

If you have any questions concerning this invoice please contact Ellen Bostic (804-282-3592 ext. 304/ellenbostic@vais.org).
VAIS Surveys

INVOICE

Surveys for the Interim Visit

School Name: ________________________________

School Address: ________________________________

School Contact: ________________________________

Surveys may be purchased individually at the time of the Interim Visit.

Please indicate below the specific surveys you are requesting.

<table>
<thead>
<tr>
<th>Survey</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>$250.00</td>
</tr>
<tr>
<td>Faculty</td>
<td>$250.00</td>
</tr>
<tr>
<td>Board or Trustee</td>
<td>$250.00</td>
</tr>
<tr>
<td>Student</td>
<td>$250.00</td>
</tr>
<tr>
<td>Parent</td>
<td>$250.00</td>
</tr>
<tr>
<td>Past Parent</td>
<td>$250.00</td>
</tr>
<tr>
<td>Alumni</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Please mail the completed Invoice, Target Date Form and payment to:

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Director of Operations  
Virginia Association of Independent Schools  
6802 Paragon Place, Suite 525  
Richmond, Virginia 23230

If you have any questions concerning this invoice please contact Ellen Bostic (804-282-3592 ext. 304/ellenbostic@vais.org).
Sample email for constituents:

Dear [Constituent Type],

[School Name] is surveying [constituent type] as part of its ongoing self-study process. Our accrediting organization, Virginia Association of Independent Schools (VAIS), requires us to gather input from our school community to help us assess the degree to which we are meeting the VAIS Standards for Membership. The survey we are asking you to take is based on those Standards. The accreditation process for Virginia Association of Independent Schools has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education. At the national level, the VAIS accreditation process has received the highest recognition from the National Association of Independent Schools through the NAIS Commission on Accreditation.

The survey is web-based. It will be “open” for XXX weeks, from XXXX to XXXX. Below you will find the link to take you to the survey. Before opening the link below, please make sure the browser you use is compatible with the survey instrument. Please use either Internet Explorer or Firefox to take the survey. Using an alternate browser might not allow you to choose from the full range of possible selections. Completing the survey should take no more than 30 minutes of your time.

Your participation is completely anonymous. An individual should complete only one survey. You can go back to look at your answers while you are taking the survey, but once the survey has launched, it must be finished in one sitting. Answers to the questions should be based on your individual experience with the school.

Thank you for participating in this survey. If you have any questions, please contact our Survey Coordinator, [name], at XXX-XXX-XXXX.

Sincerely yours,

Head of School

Type of Survey Here: Faculty

Click here to be taken to the survey: URL goes here
**VAIS Surveys**

**Additional Questions**
Included with the survey PDF’s is a list of optional questions which may be added to as many of the constituent surveys as you wish, or you may design your own questions and add them to as many of the constituent surveys as you wish. Please type questions you want to add into the following form, noting the kind of question it is and the answer type you’d like to allow. Please also note any questions that you would like to be designated as requiring an answer. Skip logic is available for this survey. If you are interested in using skip logic, please call Peggy Bloomfield at 804-282-3592 x 307 to discuss this at greater length. Copied below are the types of questions and answers from which to choose.

**Question Types**
- Multiple Choice (one answer only)
- Multiple Choice (multiple answers)
- Comment/Essay Box
- Ranking (scale)
- Rating Scale (scale)
- Matrix of Choice (only one answer per row)
- Matrix of Choices (multiple answers per row)
- Matrix of Drop-down Menus (one choice per drop down)
- Single Textbox

Type questions you want to add under the heading of each survey type. Use 1., 2., 3., format. Please designate the question style as seen above and the answer choices you want for each question. Please type the word **required** in red if this is to be a question that requires an answer before moving ahead in the survey. If you want to add the same question to a number of different surveys, you must re-type that question under the heading of the desired survey.

**Administrator**

**Faculty**

**Parent**

**Student**

**Trustee/Board**

**Alumna/Alumnus**

**Past Parent**

Contact Peggy Bloomfield at 804.282.3592 x 307 or peggybloomfield@vais.org with any questions.