



**VAIS ACCREDITATION SURVEYS**  
**Updated May 2017**

# 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). VAIS accreditation surveys are not required, though, 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.

### Surveys are available for the following constituents:

1. Administrators
2. Faculty
3. Parent
4. Student
5. Trustee/Board
6. Alumna/Alumnus (administration of this survey can help to provide feedback on graduate success.)
7. Past Parents

If you choose to use these surveys prior to an accreditation visit, VAIS suggests that schools conduct surveys 12-24 months prior to the on-site visit.

### SURVEY PRICING:

\$75.00 per constituent survey for unlimited participants

\$500.00 for all seven surveys for unlimited participants

\$10.00 per question per survey for added questions

FREE for the PDF of a survey (no set-up or administration)

### 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.

# VAIS Surveys

## GETTING STARTED WITH AN ACCREDITATION SURVEYS:

- Determine the proposed **start and end dates** for your surveys. Please keep the following in mind:
  - ✓✓ Surveys can “open” approximately ten 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 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 Surveys

## 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.

Survey Type	Beginning date	End date	Enter an X showing the surveys to which additional questions will be added.
Administration			
Faculty			
Board/Trustee			
Student			
Parent			
Alumna/Alumnus			
Past Parent			

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 or email your mission statement to [lauragodwin@vais.org](mailto:lauragodwin@vais.org) to ensure correct transcription into the survey.

**URL of website to loop constituents to upon completion of the survey, i.e. [www.vais.org](http://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.)

# VAIS Surveys

## INVOICE

*For all 7 constituent surveys*

**TOTAL DUE:           \$500.00**

**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).

**INVOICE**

# VAIS Surveys

*For individual surveys*

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**School Contact:** \_\_\_\_\_

Surveys may be purchased individually if that is a better fit for your school.

Please indicate below the specific surveys you are requesting.

	Administrator	\$75.00
	Faculty	\$75.00
	Board or Trustee	\$75.00
	Student	\$75.00
	Parent	\$75.00
	Past Parent	\$75.00
	Alumni	\$75.00
	<b>TOTAL</b>	<b>\$</b>

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

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Director of Operations  
Virginia Association of Independent Schools  
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Richmond, Virginia 23230

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**Sample email for constituents:**

# VAIS Surveys

Dear [Constituent Type],

[School Name] is surveying [constituent type] as part of its ongoing self-study process. The survey we are asking you to take is based on the VAIS Standards for Membership. 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

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## 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 Laura Godwin at 804-282-3592x306 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 Laura Godwin at 804.282.3592 x 306 or [lauragodwin@vais.org](mailto:lauragodwin@vais.org) with any questions.**