



Planning for the ISACS School Community Survey

Determine when the school needs the survey results. Typically, it takes at least three months from ordering the survey until sharing the results with the school community:

- Two months from the date the survey is ordered until receiving the final reports
- One month to review the survey responses before sharing them with the entire community

Select when to conduct the survey. Three segments of the school year experience highest survey participation:

- Fall – Several weeks after the school year begins until mid-November. This gives time for new families and students to form opinions about the school and avoids the year-end holidays.
- Winter – Late January through early March before spring break
- Spring – After spring break and before the rush to end school in May

Order the survey as soon as possible. It's never too early to complete the [survey order](#).

- Plan for at least four weeks to program the survey after the order is placed.

Identify who will participate in the survey. Include any or all school community members to understand their perspective:

- Parents/Guardians, Faculty, Administration/Staff, Board of Trustees, Students (typically Grade 6 and above), Alumni, Alumni Parents/Guardians

Select the school's benchmark comparison group. The school's responses from each participant group are compared with those in a similar benchmark group consisting of ten years of survey responses from similar types of schools. The benchmark groups include:

- Whole school grade/age structure (e.g., Lower/Middle, Middle/Upper, K-12)
- Boarding schools
- Faith-based schools by grade/age structure (e.g., Lower/Middle, Middle/Upper, K-12)
- Montessori schools
- Specific student population (e.g., gifted, learning differences, twice-exceptional)

The standard school community survey package includes one benchmark group comparison. The school may request additional benchmark comparisons for a reasonable fee.

Consider the survey banners. The survey banner organizes survey results by participant groups in table columns for statistical comparison. Two banners are included in the standard survey package.

- **Internal Banner:** displays each group (e.g., students, faculty, trustees) for side-by-side comparison
- **Benchmark Banner:** displays each of the school's participant group responses next to the corresponding benchmark group

Custom banners are available for an additional fee and may be requested at any time before or after the survey. Commonly requested custom banners include:

- **Division Banner:** compares responses at the division level for parents/guardians, faculty, and students
- **Comparative Year Banner:** compares current survey responses to survey(s) from previous year(s)
- **Alumni Banner:** compares responses for young alumni (23 years or younger) and older alumni (older than 23)

The school may design its own custom banner, using a closed-end question to create the grouping, either from the standard survey questions or a custom question. For example, the school might request a custom banner that compares groups associated with the school for less than five years or more than five years.

Once the survey order is submitted, the school's survey coordinator will receive the full Survey Planning Guide and Custom Question template.