

2016-17 DASL Core Questions Definitions

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2016-17 DASL Core Questions Definitions

Overview

Unsure about what to enter for a DASL Core Data item? This document provides clarification. You can find these same definitions, as well as definitions for association-specific questions, embedded in the online form and in the Excel template.

Definitions embedded in the online form:

	Girls 5-Day Full ? N/A	Girls 5-Day Half ? N/A	Girls Less than 5 Days ? N/A
2 Years and younger ? N/A	eg: 1234 ? N/A	eg: 1234 ? N/A	eg: 1234 ? N/A
3 Years ?	eg: 1234 ? N/A	eg: 1234 ? N/A	eg: 1234 ? N/A
4 Years ? N/A	eg: 1234 ? N/A	eg: 1234 ? N/A	eg: 1234 ? N/A

Mouse over "?" icons to see the definition.

Definitions embedded in the downloadable Excel template:

School Characteristics	
School Characteristics	
Single Sex or Coed Designation	Select from list
Does your school offer a Day program?	
Does your school offer a 5 Day Boarding program?	
Does your school offer a 7 Day Boarding program?	
Does your school have International students enrolled?	
If yes, does your school have students with an F1 visa?	
If yes, does your school have students with a J1 visa?	
If yes, does your school have students with a visa other than F1 or J1?	
What is your lowest grade level?	Select from list
What is your highest grade level?	Select from list

Mouse over the red triangle located in the upper left corner of the item label in the Excel Spreadsheet to see the definition. If it does not pop up, look at the top of your Excel window. If you have a yellow bar that says, "Protected View," click on the "Enable Editing" button in that bar.

Key:

Term or definition	Row – Existed prior to 2016-17 Data Collection
Term or definition	Row – New for 2016-17 Data Collection
Term or definition	Row – Calculated field
Term or definition	Column – Existed prior to 2016-17 Data Collection
Term or definition	Column – New for 2016-17 Data Collection
Term or definition	Column – Calculated field

*Note: Some terms and definitions, which existed before the 2016-17 Data Collection, may have been updated or slightly altered since last year.



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2016-17 DASL Core Questions Definitions

School and Students

School Characteristics

School Characteristics

INSTRUCTIONS

- Identify key general information about your school below.
- Please note that many of the questions in this section control the questions you will or will not see throughout the other categories.
- For example, if your answer to 'Does your school have international students enrolled?' is 'No,' then all questions regarding international students will automatically be marked 'not applicable' and you will not see any questions about international students.
- This control happens in the live system, not on this spreadsheet.

Term	Description
Single Sex or Coed Designation	Indicate if your school is a boys, girls or coed school.
Does your school offer a Day program?	Indicate if your school offers a Day program.
Does your school offer a 5 Day Boarding Program?	Indicate if your school offers a 5 Day Boarding program.
Does your school offer a 7 Day Board program?	Indicate if your school offers a 7 Day Boarding program.
Does your school have International students enrolled?	Indicate if your school has international students.
<ul style="list-style-type: none"> • If yes, does your school have students with an F1 visa? 	Please indicate if your school had F-1 students. <ul style="list-style-type: none"> • F-1 visa student: Non-immigrant status conferred on a student pursuing a full program of study in a college, university, seminary, conservatory, academic high school, private elementary school, other academic school of language training program in the United States that is SEVP-certified to enroll female and/or male students. • Please note - your response will determine what questions are asked throughout this data collection.
<ul style="list-style-type: none"> • If yes, does your school have students with a J1 visa? 	Indicate if your school had J-1 students. <ul style="list-style-type: none"> • J-1 exchange visitor: Foreign national selected by a Department of State-designated program to participate in an exchange visitor program. • Please note - your response will determine what questions are asked throughout this data collection.
<ul style="list-style-type: none"> • If yes, does your school have students with a visa other than F1 or J1? 	Please indicate if your school has international students who have a visa that is not an F1 or J1 Visa. <ul style="list-style-type: none"> • Please note - your response will determine what questions are asked throughout this data collection.
What is your lowest grade level?	Indicate the lowest grade level at your school. (If your school does not divide students by grade, indicate the grade level equivalent for the youngest children attending your school.)
What is your highest grade level?	Indicate the highest grade level at your school.
Ungraded School	School where students are not assigned to classes based upon traditional grade levels.
Is your school a School for Students with Learning Differences?	Indicate whether or not your school's primary focus is to educate students that have learning differences.
<ul style="list-style-type: none"> • If yes, what type of 'School for Students with Learning Differences' is your school? (Check all that apply.) 	Indicate the type(s) of learning differences your school serves.
1. Therapeutic	Intensive intervention educational environments for students with significant behavioral, social and/or emotional challenges.
2. Low cognitive functioning / Intellectual deficits	Educational environments for students with significant intellectual deficits, with a major focus on teaching/training adaptive behavior.
3. Learning Differences – College prep	Schools that serve college bound students who have learning, attention, executive functioning & other related challenges.



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Term	Description
a. Learning, attention & other related conditions	Similar to the broader category in which there is a broad focus on issues pertaining to learning, attention, executive functioning & other related conditions, including ADHD and mild autism spectrum disorder.
b. Language-based intervention	A subset of the broader category in which the focus is specifically on language disorders, such as dyslexia.
4. School within a school	Can fall into any of the above categories but, it is a program with a distinct mission that is part of a larger school.
Does your school have a religious affiliation?	Indicate if your school has a religious affiliation.
What is your religious affiliation?	Select the religious affiliation.
Year school was founded	Enter the year in which your school was founded.



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2016-17 DASL Core Questions Definitions

School and Students

Enrollment

General Section Terms

Term	Description
Boys 5-Day Full	Number of male students enrolled in your preschool for the full day, 5 days per week.
Girls 5-Day Full	Number of female students enrolled in your preschool for the full day, 5 days per week.
Boys 5-Day Half	Number of male students enrolled in your preschool for half of the day, 5 days per week.
Girls 5-Day Half	Number of female students enrolled in your preschool for half of the day, 5 days per week.
Boys Less than 5 Days	Number of male students enrolled in your preschool for fewer than 5 days per week.
Girls Less than 5 Days	Number of female students enrolled in your preschool for fewer than 5 days per week.
Boys 5 Day Boarding	Number of male students enrolled in your 5 day preschool boarding program.
Girls 5 Day Boarding	Number of female students enrolled in your 5 day preschool boarding program.
Boys 7 Day Boarding	Number of male students enrolled in your 7 day preschool boarding program.
Girls 7 Day Boarding	Number of female students enrolled in your 7 day preschool boarding program.

Preschool Enrollment

INSTRUCTIONS

- Please enter opening day preschool enrollment information for your school for the 2016-2017 academic year.
- Enter data for ALL students, including international.
- If your school does not offer a particular program select 'N/A.'
- If your school does offer a particular program and does not have any students enrolled for the 2016-2017 academic year enter a '0.'
- Do not leave any fields blank.

Term	Description
Total Boys Boarding	<p>Calculated Variable – number of male students enrolled in the school's boarding program.</p> <ul style="list-style-type: none"> • Value for each of the following: 2 Years and younger, 3 Years, 4 Years • Based on School and Students/Enrollment/Preschool Enrollment: Boys 5 Day Boarding, Boys 7 Day Boarding • Calculation: Boys 5 Day Boarding + Boys 7 Day Boarding
Total Girls Boarding	<p>Calculated Variable – number of female students enrolled in the school's boarding program.</p> <ul style="list-style-type: none"> • Value for each of the following: 2 Years and younger, 3 Years, 4 Years • Based on School and Students/Enrollment/Preschool Enrollment: Girls 5 Day Boarding, Girls 7 Day Boarding • Calculation: Girls 5 Day Boarding + Girls 7 Day Boarding



2016-17 DASL Core Questions Definitions

Day and Boarding Enrollment by Grade

INSTRUCTIONS

- Please report the total numbers of full-time day students, 5-day boarding and 7-day boarding students enrolled as of the opening day of school for the 2016-17 school year, according to gender, grade level, and day or boarding status.
- Enter data for ALL students, including international.
- If the school is ungraded, please estimate grade level based upon age.
- Include children of employees enrolled at your school.
- If you see grades levels your school does not offer check your answers to 'high and low grade levels' in the School Characteristics Category.
- If your school does offer a particular program and does not have any students enrolled for the 2016-2017 academic year enter a '0.'
- If your school does not offer part-time kindergarten select 'N/A' for the entire row.
- Do not leave any fields blank.

Term	Description
Preschool	<p>Calculated Variable – For day schools, this includes Preschool students that attend school full- and part-time. For Boarding schools, this includes Preschool students that attend school full-time only (five full days a week).</p> <ul style="list-style-type: none"> • Value for each of the following: 2 Years and Younger, 3 Years, 4 Years • Based on School and Students/Enrollment/Preschool: Boys Day, Girls Day, Boys 5 Day Boarding, Girls 5 Day Boarding, Boys 7 Day Boarding, Girls 7 Day Boarding, Total Boys Boarding, Total Girls Boarding • Calculation: 2 Years and Younger + 3 Years + 4 Years
Part-time Kindergarten	Number of students who attend kindergarten less than five full days a week.
Kindergarten	Kindergarten students that attend school five days a week for a full day.
Grades 1 through 12	Students that attend school five days a week for a full day in grades 1 through 12.
Post Graduate	Post Graduate students that attend school five days a week for a full day.
Total Boys Boarding	<p>Calculated Variable – number of male students enrolled in the school's boarding program.</p> <ul style="list-style-type: none"> • Value for each of the following: Preschool, Kindergarten (Part-time), Kindergarten, Grades 1-12, Post Graduate • Based on School and Students/Enrollment/Day and Boarding Enrollment by Grade: Boys 5 Day Board, Boys 7 Day Boarding • Calculation: Boys 5 Day Boarding + Boys 7 Day Boarding
Total Girls Boarding	<p>Calculated Variable – number of female students enrolled in the school's boarding program.</p> <ul style="list-style-type: none"> • Value for each of the following: Preschool, Kindergarten (Part-time), Kindergarten, Grades 1-12, Post Graduate • Based on School and Students/Enrollment/Day and Boarding Enrollment by Grade: Girls 5 Day Board, Girls 7 Day Boarding • Calculation: Girls 5 Day Boarding + Girls 7 Day Boarding
Total	<p>Calculated Variable – total number of all students (for rows Kindergarten, Grade 1 through Grade 12, and Post Graduate).</p> <ul style="list-style-type: none"> • Value for each of the following: Preschool, Kindergarten (Part-time), Kindergarten, Grades 1-12, Post Graduate • Based on School and Students/Enrollment/Day and Boarding Enrollment by Grade: Boys Day, Girls Day, Total Boys Boarding, Total Girls Boarding • Calculation: Boys Day + Girls Day + Total Boys Boarding + Total Girls Boarding

Total Full-Time day and Boarding Students (including Preschool)

Calculated Variables – This section is calculated automatically, based on the numbers entered. If they look inaccurate to you, please refer to the numbers you entered, and correct any inaccuracies there.

Term	Description
Total	<p>Calculated Variable – Total number of full-time day and boarding students.</p> <ul style="list-style-type: none"> • Value for the following: Boys Day, Girls Day, Boys 5 Day, Girls 5 Day, Boys 7 Day, Girls 7 Day, Total Boys Boarding, Total Girls Boarding, Total Full-Time Students • Based on School and Students/Enrollment/Part-time/Other School Enrollment: Preschool, Kindergarten (Part-time), Kindergarten, Grades 1-12, Post Graduate • Calculation: Preschool + Kindergarten (Part-time) + Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



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Part-time/Other School Enrollment

INSTRUCTIONS

- In the Part-time/Other fields, please report the opening day number of students in grades 1st-12th, and post graduate students that attend your school FEWER than five days a week either half- or full-day.
- Enter data for ALL students, including international.
- DO NOT enter the total number of students entered in School Enrollment. The system will bring down totals from the pre-school fields above as well as part-time Kindergarten and the total will reflect all students attending your school fewer than 5 days per week.
- Enter "0" for grade levels in which you have no students.
- Enter "N/A" in fields where Part-time enrollment is not offered at your school.
- Do not leave any fields blank.

Term	Description
Preschool (Part-time) – Boys Day, Girls Day	<p>Calculated Variable - number of students that attend your preschool program fewer than five full days a week.</p> <ul style="list-style-type: none"> • Value for each of the following: Boys Day, Girls Day, Total • Based on School and Students/Enrollment/Part-time/Other School Enrollment: 2 Years and Younger, 3 Years, 4 Years • Calculation: 2 Years and Younger + 3 Years + 4 Years
Part-time/Other Enrollment – Boys Day, Girls Day	<p>Please report only kindergarten, Grades 1-12, and post graduate of students that attend your school fewer than five full days a week. (Part-time Boys, Girls, Total)</p> <ul style="list-style-type: none"> • Note: Enter "0" for grade levels in which you have no students. • Do not leave the field blank.
Total	<p>Calculated Variable – totals for Part-time/Other School Enrollment</p> <ul style="list-style-type: none"> • Values for each of the following: Part-time Enrollment Boys Day, Girls Day, Boys 5 Day Boarding, Girls 5 Day Boarding, Boys 7 Day Boarding, Girls 7 Day Boarding, Total Girls Boarding, Total • Based on: School and Students/ Enrollment/Day and Boarding Enrollment by Grade: Kindergarten (part-time) and School and Students/ Enrollment/Part-time/Other School Enrollment: Preschool (Part-time), Part-time/Other Enrollment • Calculation: Kindergarten (Part-time) + Preschool (Part-time) + Part-time/Other Enrollment

Other Information

INSTRUCTIONS

- Report below the total number of children of employees enrolled at your school.
- Report the number of children in Home Stays
- Enter "0" if you have no faculty or staff children enrolled. Do not leave the field blank.
- Report the number of students attending your school who reside with a non-custodial adult and are not in the formal boarding program.
- Enrollment Capacity - if your state does have regulations on enrollment capacity enter yes and in the next question enter your school's enrollment capacity.

Term	Description
Number of Children of Employees Enrolled	Children of employees enrolled at your school.
Number of Children at Home Stays	Students residing with non-custodial adult and not in formal boarding.
Does your school have a target enrollment number?	The number of enrolled students at which you would consider the school "full."
Does your state have regulations about enrollment capacity?	Some states have regulations about enrollment capacity. If your state does, answer yes to this question.
<ul style="list-style-type: none"> • If yes, what is your enrollment capacity? 	Indicate your school's enrollment capacity.



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Total School Enrollment

Calculated Variables – This section is calculated automatically, based on the numbers entered. If they look inaccurate to you, please refer to the numbers you entered, and correct any inaccuracies there.

Term	Description
Total	<p>Calculated Variable – number of male students</p> <ul style="list-style-type: none"> Value for each of the following: Boys, Girls, Total Based on School and Students/Enrollment/Total School Enrollment: Day, 5 Day Boarding, 7 Day Boarding, Total Calculation: Day + 5 Day Boarding + 7 Day Boarding

Day and Boarding Enrollment by Grade for International Students

Term	Description
Total	<p>Calculated Variable – (Row Totals)</p> <ul style="list-style-type: none"> Value for each of the following: Kindergarten, Grades 1-12, Post Graduate, Total Based on School and Students/Enrollment/Day and Boarding Enrollment by Grade: Boys Day F1, Boys Day J1, Boys Day Other, Girls Day F1, Girls Day J1, Girls Day Other, Boys 5 Day Boarding F1, Boys 5 Day Boarding J1, Boys 5 Day Boarding Other, Girls 5 Day Boarding F1, Girls 5 Day Boarding J1, Girls 5 Day Boarding Other, Boys 7 Day Boarding F1, Boys 7 Day Boarding J1, Boys 7 Day Boarding Other, Girls 7 Day Boarding F1, Girls 7 Day Boarding J1, Girls 7 Day Boarding Other Calculation: Boys Day F1 + Boys Day J1 + Boys Day Other + Girls Day F1 + Girls Day J1 + Girls Day Other + Boys 5 Day Boarding F1 + Boys 5 Day Boarding J1 + Boys 5 Day Boarding Other + Girls 5 Day Boarding F1 + Girls 5 Day Boarding J1 + Girls 5 Day Boarding Other + Boys 7 Day Boarding F1 + Boys 7 Day Boarding J1 + Boys 7 Day Boarding Other + Girls 7 Day Boarding F1 + Girls 7 Day Boarding J1 + Girls 7 Day Boarding Other
Boys Day F1	Number of male international students with an F-1 visa. F-1 visa student: Non-immigrant status conferred on a student pursuing a full program of study in a college, university, seminary, conservatory, academic high school, private elementary school, other academic school of language training program in the United States that is SEVP-certified to enroll female and/or male students.
Boys Day J1	Number of male international students with a J-1 visa. J-1 exchange visitor: Foreign national selected by a Department of State-designated program to participate in an exchange visitor program.
Boys Day other	Number of male international students who have a visa that is not an F1 or J1 Visa.
Girls Day F1	Number of female international students with an F-1 visa. F-1 visa student: Non-immigrant status conferred on a student pursuing a full program of study in a college, university, seminary, conservatory, academic high school, private elementary school, other academic school of language training program in the United States that is SEVP-certified to enroll female and/or male students.
Girls Day J1	Number of female international students with a J-1 visa. J-1 exchange visitor: Foreign national selected by a Department of State-designated program to participate in an exchange visitor program.
Girls Day Other	Number of female international students who have a visa that is not an F1 or J1 Visa.
Boys 5 Day Boarding F1	Number of male international students with an F-1 visa enrolled in the school's 5 day boarding program.
Boys 5 Day Boarding J1	Number of male international students with a J-1 visa enrolled in the school's 5 day boarding program.
Boys 5 Day Boarding other	Number of male international students, with a visa that is not an F-1 or J-1 visa, enrolled in the school's 5 day boarding program.
Girls 5 Day Boarding F1	Number of female international students with an F-1 visa enrolled in the school's 5 day boarding program.
Girls 5 Day Boarding J1	Number of female international students with a J-1 visa enrolled in the school's 5 day boarding program.



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Term	Description
Girls 5 Day Boarding other	Number of female international students, with a visa that is not an F-1 or J-1 visa, enrolled in the school's 5 day boarding program.
Boys 7 Day Boarding F1	Number of male international students with an F-1 visa enrolled in the school's 7 day boarding program.
Boys 7 Day Boarding J1	Number of male international students with a J-1 visa enrolled in the school's 7 day boarding program.
Boys 7 Day Boarding other	Number of male international students with a visa that is not an F-1 or J-1 visa enrolled in the school's 7 day boarding program.
Girls 7 Day Boarding F1	Number of female international students with an F-1 visa enrolled in the school's 7 day boarding program.
Girls 7 Day Boarding J1	Number of female international students with a J-1 visa enrolled in the school's 7 day boarding program.
Girls 7 Day Boarding other	Number of female international students with a visa that is not an F-1 or J-1 visa enrolled in the school's 7 day boarding program.
Total	<p>Calculated Variable – Total of all international students by gender and visa type.</p> <ul style="list-style-type: none"> • Value for each of the following: Boys Day F1, Boys Day J1, Boys Day Other, Girls Day F1, Girls Day J1, Girls Day Other, Boys 5 Day Boarding F1, Boys 5 Day Boarding J1, Boys 5 Day Boarding Other, Girls 5 Day Boarding F1, Girls 5 Day Boarding J1, Girls 5 Day Boarding Other, Boys 7 Day Boarding F1, Boys 7 Day Boarding J1, Boys 7 Day Boarding Other, Girls 7 Day Boarding F1, Girls 7 Day Boarding J1, Girls 7 Day Boarding Other, Total • Based on School and Students/Enrollment/Day and Boarding Enrollment by Grade for International Students: Kindergarten, Grades 1-12, Post-Graduate. • Calculation: Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



2016-17 DASL Core Questions Definitions

School and Students

Student Diversity

Student Race/Ethnicity by Gender

INSTRUCTIONS

- Please report the number of students for each group on opening day for the 2016-17 academic year School Enrollment (totals).
- If there are students unaccounted for, please check the information entered in Full-time School Enrollment (day and boarding students by grade) and Part-time/Other School Enrollment.
- If your school does not classify students by racial/ethnic group, please report ALL STUDENTS as Unsure/Not reported.
- The individuals entered here will not be counted in the Diversity Total but will be displayed in the overall total.
- Enter "0" for each racial/ethnic group in which you have no students. Do not leave the field blank.

Term	Description
Boys	Number of male students.
Girls	Number of female students.
Total	<p>Calculated Variable – total number of all students. (Row Totals)</p> <ul style="list-style-type: none"> • Value for each of the following: African American, Latino/Hispanic American, Asian American, Native American, Middle Eastern American, Multiracial American, Pacific Islander American, Diversity Total, Caucasian, Non-Hispanic, International, Unsure/Not Reported. • Based on School and Students/Student Diversity/Student Race/Ethnicity by Gender: Boys, Girls • Calculation: Boys + Girls
African American	People of African and/or Caribbean ancestry. Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States. People of Egyptian ancestry should be included under the Middle Eastern American category. People of Cuban, Dominican, and Puerto Rican ancestry should be included under the Latino/Hispanic American category.
Latino/Hispanic American	People whose ancestry is from one or more of the following countries: Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, French Guiana, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Suriname, Uruguay, and Venezuela. <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States. Exclude people of Spanish ancestry.
Asian American	People whose ancestry is from one or more of the following Asian or South Asian countries: Azerbaijan, Bangladesh, Bhutan, Brunei, Burma (or Myanmar), Cambodia, China, Hong Kong, India, Indonesia, Japan, Kazakhstan, North Korea, South Korea, Kyrgyzstan, Laos, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Tajikistan, Thailand, Turkmenistan, Uzbekistan, and Vietnam. <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.
Native American	People of American Indian, Eskimo, or Aleut ancestry.
Middle Eastern American	People whose ancestry is from one of the following countries: Afghanistan, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen. <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.
Multiracial American	People who identify with more than one ethnic/race heritage, and are U.S. citizens or permanent residents of the United States.
Pacific Islander American	People whose ancestry is from one or more of the following areas: Hawaii, Australia, New Zealand, New Guinea.



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Term	Description
Diversity Total	<p>Calculated Variable – total number of all African American, Latino/Hispanic American, Asian American, Native American, Middle Eastern American, Multiracial American, and Pacific Islander American Students.</p> <ul style="list-style-type: none"> • Value for each of the following: Boys, Girls, Total • Based on School and Students/Student Diversity/Student Race/Ethnicity by Gender: African American, Latino/Hispanic, Asian American, Native American, Middle Eastern American, Multiracial American, Pacific Islander American • Calculation: African American + Latino/Hispanic American + Asian American + Native American + Middle Eastern American + Multiracial American + Pacific Islander American
Caucasian, Non-Hispanic	<p>People whose ancestry is from one or more of the following European, Western, Eastern, or Mediterranean countries: Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia and Montenegro, Slovakia (Slovak Republic), Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, and Vatican City.</p> <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.
International	People who are NOT U.S. citizens.
Unsure/Not Reported	<p>Use this category if you do not know the racial identity of the individual.</p> <ul style="list-style-type: none"> • Please note: Individuals reported in this category will not be counted in any of the groups listed above but will be counted in total enrollment.
Total	<p>Calculated Variable – total number of students</p> <ul style="list-style-type: none"> • Value for each of the following: Boys, Girls, Total • Based on School and Students/Student Diversity/Student Race/Ethnicity by Gender: Diversity Total, Caucasian, Non-Hispanic, International, Unsure/Not reported • Calculation: Diversity Total + Caucasian, Non-Hispanic + International + Unsure/Not reported



2016-17 DASL Core Questions Definitions

Students of Color by Grade

INSTRUCTIONS

- Please report only the number of students of color in each grade on opening day of 2016-17.
- Students who are U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.

Term	Description
Day	Number of students enrolled in your school's day program.
5 Day Boarding	Number of students enrolled your school's 5 day boarding program.
7 Day Boarding	Number of students enrolled your school's 7 day boarding program.
Boarding	<p>Calculated Variable – students enrolled in your school's boarding program</p> <ul style="list-style-type: none"> • Value for each of the following: Preschool, Kindergarten, Grades 1-12, Post Graduate • Based on School and Students/Student Diversity/Students of Color by Grade: Boarding 5 Day, Boarding 7 Day • Calculation: Boarding 5 Day + Boarding 7 Day
Total	<p>Calculated Variable – total number of all students.</p> <ul style="list-style-type: none"> • Value for each of the following: Preschool, Kindergarten, Grades 1-12, Post Graduate. • Based on School and Students/Student Diversity/Students of Color by Grade: Day and Boarding • Calculation: Day + Boarding
Preschool	<p>This collects data on the numbers of students enrolled in your preschool classes in different configurations, using the following categorizations:</p> <ul style="list-style-type: none"> • Half- or full-day • 5 days or Less than 5 days a week. • 2 years old and younger, 3 years old, 4 years old
Kindergarten	Kindergarten students that attend school five days a week for a full day.
Grades 1 through 12	Students that attend school five days a week for a full day in grades 1 through 12.
Post Graduate	Post graduate students that attend school five days a week for a full day.
Total	<p>Calculated Variable – total number of all students.</p> <ul style="list-style-type: none"> • Value for each of the following: Day, Boarding 5 Day, Boarding 7 Day, Boarding, Total. • Based on School and Students/Student Diversity/Students of Color by Grade: Preschool, Kindergarten, Grades 1-12, and Post Graduate. • Calculation: Preschool + Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



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2016-17 DASL Core Questions Definitions

School and Students

School Facilities

School Facilities

INSTRUCTIONS

- Indicate whether or not you own your land and/or building, the replacement value of the land and/or buildings that you own, the total square footage of building space and acres owned, leased, or rented and operated by the school, and the total number of employee residences.

Term	Description
Do you own your land and/or buildings?	Indicate whether or not you own your land and/or buildings.
What is the estimated value of what you own?	Enter the replacement value of the land and/or buildings that you own.
Total square footage for all building space	Indicate the total square footage of building space that is owned, leased, or rented and operated by the school, but not limited to the following: dormitories, gyms, cafeterias, classrooms laboratories, administrative offices, meetings halls, theatres, auditoriums, maintenances facilities for school operations, and libraries. <ul style="list-style-type: none">• Exclude faculty housing if it is free standing.
Number of employee residences on campus	Indicate the number of employee residences on your campus.
What is the total number of acres	Indicate the total acreage that is owned, leased, or rented and operated by the school.



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2016-17 DASL Core Questions Definitions

Admission and Attrition

Admissions (Prior Year)

Admission Activity

Term	Description
Does your school track inquiries?	<p>Indicate whether or not your school tracks inquiries.</p> <ul style="list-style-type: none"> Inquiry: Inquiry received for or from a student who is a viable candidate for enrollment in current admission cycle and you have sufficient information to add candidate to the database/ mailing list for future contact.

Admission Activity (Prior Year)

INSTRUCTIONS

- Enter data for ALL students, including international.

Term	Description
Boys	Number of male students
Girls	Number of female students
Total	<p>Calculated Variable - total number of all students.</p> <ul style="list-style-type: none"> Value each of the following: Inquiries during 2015-16, Applicants who did not inquire (DNI), Completed applications processed during 2015-16, Number of Did Not Complete (DNC) Applicants, Enrolled but did not attend, Number of Students Accepted for 2016-17, Newly enrolled students in 2016-17, Acceptance Rate Based on Admission (Prior Year)/ Admission Activity (Prior Year)/Total: Boys, Girls Calculation: Boys + Girls
a. Inquiries during 2015-16	<p>Enter the number of times during 2015-16 that the school received inquiries for the 2016-17 school year.</p> <ul style="list-style-type: none"> Only count inquiries actually received during the 2015-16 school year.
b. Applicants who did not inquire (DNI)	<p>DNI = did not inquire Applicants whose first known contact with the school was the application.</p>
c. Completed applications processed during 2014-15	<p>Enter the number of completed admissions applications submitted during the 2015-16 for the 2016-17 school year.</p> <ul style="list-style-type: none"> Do not include the number of financial aid applications.
d. Number of did not complete (DNC) applicants	<p>Indicate the number of applicants who did not complete the application process.</p>
e. Enrolled but did not attend	<p>Indicate the number of students who enrolled but did not attend for the 2016-17 academic year.</p>
f. Number of new Students Accepted for 2016-17	<p>Enter the number of NEW students accepted to your school for the 2016-17 school year.</p> <ul style="list-style-type: none"> ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2016-17 SCHOOL YEAR.
g. Newly enrolled students in 2016-17	<p>Please enter the number of NEW students that elected to enroll at your school for the 2016-17 school year.</p> <ul style="list-style-type: none"> ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2016-17 SCHOOL YEAR.
Acceptance Rate	<p>Calculated Variable – ratio of applications and acceptances. (Column Ratios)</p> <ul style="list-style-type: none"> Value for each of the following: Boys, Girls, Total Based on Admission (Prior Year)/Admission Activity (Prior Year): Completed applications processed during 2015-16, Number of Students Accepted for 2016-17 Calculation: Number of Students Accepted for 2016-17 ÷ Completed applications processed during 2015-16



2016-17 DASL Core Questions Definitions

Admission Process

Term	Description
Does your school accept Applications only from students who have toured and/or interviewed?	Indicate if your school accepts applications only if the student has toured and/or interviewed.
Does your school require test scores before an application can be submitted?	Please indicate if test scores are required prior to application submission.

Admissions Funnel

Calculated Variables – This section is calculated automatically, based on the numbers entered above. If they look inaccurate to you, please refer to the numbers you entered above, and correct any inaccuracies there.

Term	Description
Applications as a percent of inquiries	<p>Calculated Variable – applications as a percent of inquiries.</p> <ul style="list-style-type: none"> Based on Admission (Prior Year)/Admissions Funnel: Completed Applications processed during 2015-16, Inquiries during 2015-16 Calculation: (Completed applications processed during 2015-16 Total Column ÷ Inquiries during 2015-16 Total) x100
Completed Applications as % of Inquiries + DNI	<p>Calculated Variable</p> <ul style="list-style-type: none"> Based on Admission (Prior Year)/Admissions Funnel: Completed applications processed during 2015-16, Inquiries during 2015-16, Applicants who did not inquire (DNI) Calculation: [Completed applications processed during 2015-16 Total ÷ (Inquiries during 2015-16 Total + Applicants who did not inquire (DNI)Total)] x100
Acceptance Rate (acceptances as a percent of applications)	<p>Calculated Variable – acceptances as a percent of applications</p> <ul style="list-style-type: none"> Based on Admission (Prior Year)/Admissions Funnel: Completed applications processed during 2015-16, Number of Students Accepted for 2016-17 Calculation: (Number of Students Accepted for 2015-16 Total + Completed applications processed during 2015-16 Total) x100
Yield (enrollments as a percent of acceptances)	<p>Calculated Variable – enrollments as a percent of acceptances</p> <ul style="list-style-type: none"> Based on Admission (Prior Year)/Admissions Funnel: Number of Students Accepted for 2016-17, Newly enrolled students in 2016-17 Calculation: (Newly enrolled students in 2016-17 Total ÷ Number of Students Accepted for 2016-17 Total) x100



2016-17 DASL Core Questions Definitions

International Students Admission Activity (Prior Year)	
Term	Description
Boys F1	Number of male international students with an F-1 visa.
Girls F1	Number of female international students with an F-1 visa.
Boys J1	Number of male international students with a J-1 visa.
Girls J1	Number of female international students with a J-1 visa.
Other Visa	Number of international students with a visa other than F-1 or J-1.
Total	Total number of all international students.
a. Number of inquiries	Enter the number of times during 2015-16 that the school received inquiries for the 2016-17 school year. <ul style="list-style-type: none"> • Only count inquiries actually received during the 2015-16 school year.
b. Applicants who did not inquire (DNI)	DNI = did not inquire Applicants whose first known contact with the school was the application.
c. Completed applications processed during 2015-16	Enter the number of completed admissions applications submitted during the 2015-16 for the 2016-17 school year. <ul style="list-style-type: none"> • Do not include the number of financial aid applications.
d. Number of did not complete (DNC) applicants	Indicate the number of applicants who did not complete the application process.
e. Enrolled but could not get via	Indicate the number of applicants who enrolled but could not get a visa.
f. Enrolled but did not attend for reasons other than visa	Indicate the number of applicants who enrolled but did not attend for reasons other than visa.
g. Number of new international students accepted for 2016-17	Please enter the number of NEW INTERNATIONAL students accepted to your school for the 2016-17 school year. <ul style="list-style-type: none"> • ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2016-17 SCHOOL YEAR.
h. Newly enrolled international students in 2016-17	Please enter the number of NEW INTERNATIONAL students that elected to enroll at your school for the 2016-17 school year. <ul style="list-style-type: none"> • ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2016-17 SCHOOL YEAR.
Total	Calculated Variable – total number of all international students. <ul style="list-style-type: none"> • Value for each of the following: Inquiries during 2015-16, Applicants who did not inquire (DNI), Completed applications processed during 2015-16, Number of Did Not Complete (DNC) Applicants, Enrolled but could not get Visa, Enrolled but did not attend for reasons other than Visa, Number of International Students Accepted for 2016-17, Newly enrolled International Students in 2016-17 • Based on Admission (Prior Year)/International Students Admission Activity (Prior Year): Total of Boys F1, Girls F1, Boys J1, Girls J1, Other Visa • Calculation: Boys F1 + Girls F1 + Boys J1 + Girls J1 + Other Visa



2016-17 DASL Core Questions Definitions

Admission and Attrition

Attrition (Prior Year)

General Section Terms

Term	Description
Day	Students enrolled in your school's day program.
5 Day Boarding	Students enrolled in your school's 5 day boarding program.
7 Day Boarding	Students enrolled in your school's 7 day boarding program.
Boys	Number of male students
Girls	Number of female students
Students of Color	Students who U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.



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2016-17 DASL Core Questions Definitions

Attrition (Prior Year)

INSTRUCTIONS

- The information in this section is used to calculate your retention and attrition percentages.
- If you are not seeing columns for categories of students your school does enroll, please check your answers in School Characteristics.
- Enter data for ALL students, including international.

Term	Description
Total Boarding	<p>Calculated Variable – students enrolled in your school’s boarding program.</p> <ul style="list-style-type: none"> • Value for each of the following: a. Enrollment on Opening Day, b New students added during 2015-16, c. Students returning after a leave of absence, d1. 2015-16 graduating students, d2. 2015-16 exchange students, d. Total 2015-16 graduating and exchange students, e. Students who were dismissed or left in 2015-16 or not invited back for 2016-17, f. Students electing not to return in 2016-17, g. Newly enrolled students in 2016-17, h. New opening day enrollment in 2016-17, Attrition Rate • Based on Attrition (Prior Year)/Attrition (Prior Year): Totals of Boarding 5 Day, Boarding 7 Day. • Calculation: Boarding 5 Day + Boarding 7 Day
Total	<p>Calculated Variable – total number of all students.</p> <ul style="list-style-type: none"> • Value for each of the following: a. Enrollment on Opening Day, b New students added during 2015-16, c. Students returning after a leave of absence, d1. 2015-16 graduating students, d2. 2015-16 exchange students, d. Total 2015-16 graduating and exchange students, e. Students who were dismissed or left in 2015-16 or not invited back for 2016-17, f. Students electing not to return in 2016-17, g. Newly enrolled students in 2016-17, h. New opening day enrollment in 2016-17, Attrition Rate • Based on Attrition (Prior Year)/Attrition (Prior Year): Day, Total Boarding • Calculation: Day + Total Boarding
a. Enrollment on Opening Day 2015-16	
b. New Students added during 2015-16 (+)	The number of mid-year or late admissions into your school. Please enter any transfers within you school, for example from day to 5 day boarding, in the table below. Only enter NEW admissions in this row.
c. Students returning after a leave of absence	Students who were away for the 2015-16 school year and returning for the 2016-17 academic year.
d1. 2015-16 exchange students	The number of students away from school for a one-year exchange in 2015-16.
d2. 2015-16 graduating students	The number of graduating students in 2015-16.
d. Total 2015-16 graduating and exchange students	<p>Calculated Variable – the total number of graduates and 1-year exchange students during 2015-16.</p> <ul style="list-style-type: none"> • Value for each of the following: Day, Boarding 5 Day, Boarding 7 Day Boarding, Total Boarding, Total, Boys, Girls, and Students of Color • Based on Attrition (Prior Year)/Attrition (Prior Year): d1. 2015-16 exchange students, d2. 2015-16 graduating students • Calculation: d1. 2015-16 exchange students + d2. 2015-16 graduating students
e. Students who were dismissed and not invited back during 2015-16	
f. Students electing not to return in 2016-17	The number of students electing not to return in 2015-16 for personal or family reasons.
g. Newly enrolled students in 2016-17	<p>Please enter the number of NEW students that elected to enroll at your school for the 2016-17 school year.</p> <ul style="list-style-type: none"> • ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2016-17 SCHOOL YEAR. • The total here should equal the total reported on Line (e) in the Admission section.



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Term	Description
h. New opening day enrollment in 2016-17 $(a + b + c - d - e - f + g)$	<p>Calculated Variable – the 2016-17 Opening Day Enrollment <i>*The total number of students reported on this line should match the total in School Enrollment.</i></p> <ul style="list-style-type: none"> Value for each of the following: Day, Boarding 5 Day, Boarding 7 Day, Total Boarding, Total, Boys, Girls, and Students of Color Based on Attrition (Prior Year)/Attrition (Prior Year): d. Total 2015-16 graduating and exchange students, e. Students who were dismissed or left in 2015-16 or not invited back in 2016-17, f. Students electing not to return in 2016-17, g. Newly enrolled students in 2016-17, a. Enrollment on Opening Day 2015-16, b. New students added during 2015-16 (+), c. Students returning after a leave of absence Calculation: a. Enrollment on Opening Day 2015-16 + B. New students added during 2015-16 (+) + c. Students returning after a leave of absence – d. Total 2015-16 graduating and exchange students – e. Students who were dismissed of left in 2015-16 or not invited back in 2016-17 – f. Students electing not to return in 2016-17 + g. Newly enrolled students in 2016-17
Attrition Rate $f/((a+b) - (d+e))$	<p>Calculated Variable – number of students electing not to return to school out of the total number of students likely to return.</p> <ul style="list-style-type: none"> Value for each of the following: Day, Boarding, Boarding 7 Day, Total Boarding, Total, Boys, Girls, Students of Color Based on Attrition (Prior Year)/Attrition (Prior Year): a. Enrollment on Opening Day 2015-16, b. New students added during 2015-16, d. Total 2015-16 graduating and exchange students, e. Students who were dismissed of left in 2015-16 or not invited back in 2016-17, f. Students electing not to return in 2016-17 Calculation: f. students electing not to return in 2016-17 ÷ ([a. Enrollment on Opening Day 2015-16 + b. New students added during 2015-16] – [Total 2015-16 graduating and exchange students + e. Students who were dismissed or left in 2015-16 or not invited back in 2016-17])

International F1 Visa Student Attrition (Prior Year)

Term	Description
F1 visa Students added during 2015-16	The number of mid-year or late admissions into your school.
F1 visa 2015-16 graduating students	The number of graduating F-1 visa students in 2015-16.
F1 visa Students electing not to return in 2016-17	The number of F-1 visa students electing not to return in 2016-17 for personal or family reasons.
F1 visa Newly enrolled students in 2016-17	<p>Please enter the number of NEW F-1 VISA students that elected to enroll at your school for the 2016-17 school year.</p> <ul style="list-style-type: none"> ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2015-16 SCHOOL YEAR.
F1 Visa Attrition Rate	<p>Calculated Variable – number of F1 Visa students electing not to return to school out of the total number of F1 Visa students likely to return.</p> <ul style="list-style-type: none"> Value for each of the following: Day 5 Day Boarding, 7 Day Boarding, Boys, Girls Based on Attrition (Prior Year)/Attrition (Prior Year): International F1 Visa Student Attrition (Prior Year): F1 Visa Enrollment on Opening Day 2015-16, F1 Visa Students Added During 2015-16, F1 Visa Graduating Students 2015-16 and Not invited Back in 2016-17, F1 Visa Students Electing Not to Return in 2016-17 Calculation: F1 Visa Students Electing Not to Return in 2016-17 ÷ ([F1 Visa Enrollment on Opening Day 2015-16 + F1 Visa Students Added During 2015-16] – [F1 Visa Graduating Students 2015-16 + F1 Visa Students Who Were Dismissed in 2015-16 And Not invited Back in 2016-17])



2016-17 DASL Core Questions Definitions

International J1 Visa Student Attrition (Prior Year)

Term	Description
J1 visa Students added during 2015-16	The number of mid-year or late admissions into your school.
J1 visa 2015-16 graduating students	The number of graduating J-1 visa students in 2015-16.
J1 visa Students electing not to return in 2016-17	The number of J-1 visa students electing not to return in 2016-17 for personal or family reasons.
J1 visa Newly enrolled students in 2016-17	Please enter the number of NEW J-1 VISA students that elected to enroll at your school for the 2016-17 school year. <ul style="list-style-type: none"> ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2015-16 SCHOOL YEAR.
J1 Visa Attrition Rate	<p>Calculated Variable – number of J1 Visa students electing not to return to school out of the total number of J1 Visa students likely to return. (Column Rate)</p> <ul style="list-style-type: none"> Value for each of the following: Day 5 Day Boarding, 7 Day Boarding, Boys, Girls Based on Attrition (Prior Year)/International J1 Visa Student Attrition (Prior Year): J1 Visa Enrollment on Opening Day 2015-16, J1 Visa Students Added During 2015-16, J1 Visa Graduating Students 2015-16 and Not invited Back in 2016-17, J1 Visa Students Electing Not to Return in 2016-17 Calculation: $J1 \text{ Visa Students Electing Not to Return in 2016-17} \div ([J1 \text{ Visa Enrollment on Opening Day 2015-16} + J1 \text{ Visa Students Added During 2015-16}] - [J1 \text{ Visa Graduating Students 2015-16} + J1 \text{ Visa Students Who Were Dismissed in 2015-16 And Not invited Back in 2016-17}])$

International Other Visa Student Attrition (Prior Year)

Term	Description
Other visa Students added during 2015-16	The number of mid-year or late admissions into your school.
Other visa 2015-16 graduating students	The number of graduating Other visa students in 2015-16.
Other visa Students electing not to return in 2016-17	The number of Other visa students electing not to return in 2016-17 for personal or family reasons.
Other visa Newly enrolled students in 2016-17	Please enter the number of NEW Other VISA students that elected to enroll at your school for the 2016-17 school year. <ul style="list-style-type: none"> ONLY INCLUDE STUDENTS WHO HAVE NOT ATTENDED YOUR SCHOOL PRIOR TO THE 2015-16 SCHOOL YEAR.
Other Visa Attrition Rate	<p>Calculated Variable – number of Other Visa students electing not to return to school out of the total number of Other Visa students likely to return. (Column Rate)</p> <ul style="list-style-type: none"> Value for each of the following: Day 5 Day Boarding, 7 Day Boarding, Boys, Girls Based on Attrition (Prior Year)/ International Other Visa Student Attrition (Prior Year): Other Visa Enrollment on Opening Day 2015-16, Other Visa Students Added During 2015-16, Other Visa Graduating Students 2015-16 and Not invited Back in 2016-17, Other Visa Students Electing Not to Return in 2016-17 Calculation: $Other \text{ Visa Students Electing Not to Return in 2016-17} \div ([Other \text{ Visa Enrollment on Opening Day 2015-16} + Other \text{ Visa Students Added During 2015-16}] - [Other \text{ Visa Graduating Students 2015-16} + Other \text{ Visa Students Who Were Dismissed in 2015-16 And Not invited Back in 2016-17}])$



2016-17 DASL Core Questions Definitions

F1 Visa Students Attrition by Grade

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Boys Day F1, Girls Day F1, Boys 5 Day Boarding F1, Girls 5 Day Boarding F1, Boys 7 Day Boarding F1, Girls 7 Day Boarding F1 Based on Attrition (Prior Year)/F1 Visa Students Attrition by Grade: Kindergarten, Grades 1-12, Post Graduate Calculation: Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate

J1 Visa Students Attrition by Grade

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Boys Day J1, Girls Day J1, Boys 5 Day Boarding J1, Girls 5 Day Boarding J1, Boys 7 Day Boarding J1, Girls 7 Day Boarding J1 Based on Attrition (Prior Year)/J1 Visa Students Attrition by Grade: Kindergarten, Grades 1-12, Post Graduate Calculation: Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate

Other Visa Students Attrition by Grade

Term	Description
Total	<p>Calculated Variable - (Column Totals)</p> <ul style="list-style-type: none"> Value for each of the following: Boys Day Other, Girls Day Other, Boys 5 Day Boarding Other, Girls 5 Day Boarding Other, Boys 7 Day Boarding Other, Girls 7 Day Boarding Other Based on Attrition (Prior Year)/ Other Visa Students Attrition by Grade: Kindergarten, Grades 1-12, Post Graduate Calculation: Kindergarten + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



2016-17 DASL Core Questions Definitions

Tuition and Fees

Tuition and Fees

General Section Terms

Term	Description
Day Tuition	Annual Tuition charge per student enrolled for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
Day Fees	Annual fees charged per student for 2016-17. Include all mandatory fees (tuition insurance, food, health insurance, uniforms, books, other materials, etc.) <ul style="list-style-type: none"> Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.
5-Day Full Tuition	Annual Tuition charge per student enrolled for the full day, 5 days per week for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
5-Day Full Fees	Annual fees charged per student for 2016-17. Include all mandatory fees (tuition insurance, food, health insurance, uniforms, books, other materials, etc.) <ul style="list-style-type: none"> Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.
5-Day Half Tuition	Annual Tuition charge per student enrolled for part of the day, 5 days per week for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
5-Day Half Fees	Report the total annual fees required for students enrolled in this category. Annual fees charged per student for 2016-17. <ul style="list-style-type: none"> Include all mandatory fees (tuition insurance, food, health insurance, uniforms, books, other materials, etc.) Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.
Less than 5 Days Tuition	Annual Tuition charge per student enrolled for less than 5 days per week for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
Less than 5 Days Fees	Report the total annual fees required for students enrolled in this category. Annual fees charged per student for 2015-16. <ul style="list-style-type: none"> Include all mandatory fees (tuition insurance, food, health insurance, uniforms, books, other materials, etc.) Do not include any fees that are optional or that apply to less than 50% of the students. Room and board charges must be included for boarding students as appropriate. Please report in whole dollars.
5-Day Boarding Tuition	Annual Tuition charge per student enrolled for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
5-Day Boarding Fees	Annual fees charged per student for 2016-17. <ul style="list-style-type: none"> Include all mandatory fees (tuition insurance, food, housing, health insurance, uniforms, books, other materials, etc.) Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.
7-Day Boarding Tuition	Annual Tuition charge per student enrolled for 2016-17. <ul style="list-style-type: none"> Report Tuition only (Do not include any fees). Please report in whole dollars.
7-Day Boarding Fees	Annual fees charged per student for 2016-17. <ul style="list-style-type: none"> Include all mandatory fees (tuition insurance, food, housing, health insurance, uniforms, books, other materials, etc.) Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.



2016-17 DASL Core Questions Definitions

Preschool Tuition and Fees

INSTRUCTIONS

- Enter tuition and mandatory fees charged per student for the 2016-17 academic year.
- For fees, enter the total of all MANDATORY fees only.
- Do not include any fees that are optional or that apply to less than 50% of the students. Please report in whole dollars.

Term	Description
2 Years and younger	Groups for children ages two years-old and younger.
3 Years	Groups for 3 year-old children.
4 Years	Groups for 4 year-old children.

Tuition and Fees

INSTRUCTIONS

- Report tuition and mandatory fees charged per student for the 2016-17 academic year in whole dollars.
- Report annual (not monthly) tuition charges per student in whole dollars.
- Report all mandatory fees in whole dollars for the current school year. Examples of mandatory fees are: tuition insurance, food, health insurance, uniforms, books, other materials, etc. Do not include any fees that are optional or that apply to less than 50% of the students.
- For boarding tuitions, include room and board charges.

Term	Description
Part-time Kindergarten	Students attending Kindergarten less than 5 full days a week.
Kindergarten	Full-day Kindergarten
Grades 1 through 12	Students that attend school five days a week for a full day in grades 1 through 12.
Post Graduate	Tuition and Fees for post-graduate students that attend school five days a week for a full day either in Day or Boarding schools.

Mandatory Fee Detail

INSTRUCTIONS

- Enter the mandatory fee dollar amount charged for each item and grade in whole dollars.
- Select N/A if your school does charge a mandatory fee for a particular item.

Term	Description
Total -Mandatory Fees by grade	Calculated Variable <ul style="list-style-type: none"> • Value for each of the following: 2 Years and Younger, 3 Years, 4 Years, Part-Time Kindergarten, Kindergarten Full Day, Grades 1-12, Post Graduate • Based on Tuition and Fees/ Mandatory Fee Detail: Lunch, Books/Supplies, Technology, Activities, Tuition Insurance, Other • Calculation: Lunch + Books/Supplies + Technology + Activities + Tuition Insurance + Other
\$ Lunch	Enter the fee per student if lunch is included in mandatory fees. If not, please select 'N/A.'
\$ Books/Supplies	Enter the fee per student if books and supplies are included in mandatory fees. If not, please select 'N/A.'
\$ Technology	Enter the fee per student if technology materials and services are included in mandatory fees. If not, please select 'N/A.'
\$ Activities	Enter the fees per student if activities are included in mandatory fees. If not, please select 'N/A.'
\$ Tuition Insurance	Enter the fee per student if tuition insurance is included in mandatory fees. If not, please select 'N/A.'
Other	Enter the fees per student for other goods or services included in mandatory fees. If not, please select 'N/A.'
Total-Mandatory fees by type	Calculated Variable – <ul style="list-style-type: none"> • Value for each of the following: Lunch, Books/Supplies, Technology, Activities, Tuition Insurance, Other, Total • Based on Tuition and Fees/ Mandatory Fees Detail: 2 Years and Younger, 3 Years, 4 Years, Part-Time Kindergarten, Kindergarten, Grades 1-12, Postgraduate. • Calculation: 2 Years and Younger + 3 years + 4 Years + Part-time Kindergarten + Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



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2016-17 DASL Core Questions Definitions

Tuition and Fees for International Students

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Kindergarten Full Day, Grades 1-12, Post Graduate Based on Tuition and Fees/Tuition and Fees International Students: Day Tuition, Day Fees, 5-Day Boarding Tuition, 5-Day Boarding Fees, 7-Day Boarding Tuition, 7-Day Boarding Fees Calculation: Day Tuition + Day Fees + 5-Day Boarding Tuition + 5-Day Boarding Fees + 7-Day Boarding Tuition + 7-Day Boarding Fees
Total	<p>Calculated Variable – (Column Totals)</p> <ul style="list-style-type: none"> Value for each of the following: Day tuition, Day Fees, 5-Day Boarding Tuition, 5- Day Boarding Fees, 7-Day Boarding Tuition, 7-Day Boarding Fees, Total Based on Tuition and Fees/Tuition and Fees for International Students: Kindergarten Full Day, Grades 1-12, Post Graduate Calculation: Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



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2016-17 DASL Core Questions Definitions

Financial Aid

Financial Aid Overview

Financial Aid

INSTRUCTIONS

- Please indicate if your school provided financial aid for the 2016-2017 academic year.
- Please note - your response will determine what questions are asked in this section.

Financial Aid (Need Types)

INSTRUCTIONS

- Please indicate whether or not your school provided the following types of financial aid during the 2016-17 school year and indicate your school's policies and procedures surrounding financial aid.
- Need-Based Financial Aid - financial aid provided to students with demonstrated financial need
- Merit Awards independent of demonstrated need for Children of Non-Employees, previously referred to as No-Need Awards.
- Other Awards - tuition discounts for siblings of enrolled children that are given to children of non-employees only
- Financial Aid Policies for your school

Term	Description
Did you provide need-based financial aid for the current school year? (Include all students.)	Students who qualified as a student in need and received either full or partial financial aid. The eligibility of the student depends upon an application submitted to the schools via the School and Student Service for Financial Aid (SSS), or some other method. The student is eligible for aid and the school provides either full or partial financial aid.
Does your school offer Merit Awards for Children of Non-Employees?	Merit Awards independent of demonstrated need for Children of Non-Employees, previously referred to as No-Need Awards.
Does your school provide 'other awards' such as tuition assistance based on criteria other than need or merit, such as sibling discounts, but not including tuition remission for employees?	Indicate whether or not your school has a policy permitting the awarding of no-need awards for children of non-employees (such as tuition discounts for siblings of enrolled students).



2016-17 DASL Core Questions Definitions

Financial Aid

Financial Aid Detail

General Section Terms

Term	Description
# of New Students that Applied	Number of new non-employee students who applied for need-based financial aid.
# of New Students Eligible for Financial Aid	Number of new non-employee students who were eligible for Financial Aid.
# New Students Offered Aid	Number of new non-employee students who were offered need-based financial aid.
# New Students Receiving Aid	Number of new non-employee students who are receiving need-based financial aid.
Total \$ Awarded to New Students	Enter the total whole dollar amount of need-based financial aid awarded to new non-employee students.
# of Returning Students Who Applied	Number of returning non-employee students who applied for need-based financial aid.
# of Returning Students Eligible for Financial Aid	Number of returning non-employee students who were eligible for need-based financial aid.
# of Returning Students Offered Financial Aid	Number of returning non-employee students who were offered need-based financial aid.
Returning Students Receiving Aid	Number of returning non-employee students who received need-based financial aid.
Total \$ Awarded to Returning Students	Enter the total whole dollar amount of need-based financial aid awarded to returning non-employee students.
Total \$ Awarded for Tuition and Mandatory Fees	Enter the total amount of need-based financial aid granted for tuition and mandatory fees in whole dollars.
Total \$ Awarded for Costs Beyond Tuition and Mandatory Fees	Enter the total amount of need-based financial aid granted beyond tuition and mandatory fees in whole dollars.
# Students of Color Awarded	Number of non-employee students of color who received need-based financial aid. <ul style="list-style-type: none"> Students of Color: Students who U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.
Total \$ Awarded to Students of Color	Enter the total amount of need-based financial aid awarded non-employee students of color.
# International Students Awarded	Number of international non-employee students who received need-based financial aid.
Total \$ Awarded to International Students	Enter the total amount of need-based financial aid awarded to international non-employee students.

New and Returning Students - Need-Based Financial Aid – Non-Employee Children

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following : # of New Students that applied, # of New Students Eligible for Financial Aid, # New Students Offered Aid, # New Students Receiving Aid, Total \$ Awarded to New Students, # of Returning Students Who Applied, # of Returning Students Eligible for Financial Aid, # of Returning Students Offered Financial Aid, # of Returning Students Receiving Aid, Total \$ Awarded of returning students Based on Financial Aid Detail/New and Returning Students – Need-Based Financial Aid – Non-Employee Children: 2 Years Old and Younger, 3 Years Old, 4 Years Old, Kindergarten Part-Time, Kindergarten Full Day, Grades 1-12, and Post Graduate. Calculation: 2 Years Old and Younger + 3 Years Old + 4 Years Old + Kindergarten Part-Time + Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



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Total, Students of Color and International – Need-Based Financial Aid – Non-Employee Children

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Total \$ Awarded for Tuition and Mandatory Fees, Total \$ Awarded for Costs Beyond Tuition and Mandatory Fees, # Students of color Awarded, # International Students Awarded, Total \$ Awarded to International Students Based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: 2 Years Old and Younger, 3 Years Old, 4 Years Old, Kindergarten Part-Time, Kindergarten Full Day, Grades 1-12, Post Graduate Calculation: 2 Years Old and Younger + 3 Years Old + 4 Years Old + Kindergarten Part-Time + Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate

Total – Need-Based Financial Aid – Non-Employee Children

Term	Description
Total Number of Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> Values for Students of Color and International Students copied from Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –Non-Employee Children: # Students of Color Awarded Total and Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –International Students respectively
Total \$ Amount Awarded	<p>Calculated Variable</p> <ul style="list-style-type: none"> Values for Students of Color and International Students copied from Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: Total \$ Awarded to Students of Color Total and Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –Total \$ Awarded to International Students respectively
All Other Students: Total Number of Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: # New Students Receiving Aid Total, # Returning Students Receiving Aid Total, # Students of Color Total, # International Students Total, Total Number of Students Calculation: (# New Students Receiving Aid Total + # Returning Students Receiving Aid Total) – (# Students of Color Total + # International Students Total)
All Other Students: Total \$ Awarded	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: Total \$ Awarded to New Students Total, Total \$ Awarded to Returning Students Total, Total \$ Awarded to Students of Color Total, Total \$ Awarded to International Students total Calculation: (Total \$ Awarded to New Students Total + Total \$ Awarded to Returning Students Total) – (Total \$ Awarded to Students of Color Total + Total \$ Awarded to International Students total)
Total: Total Number of Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: # New Students Receiving Aid Total, # Returning Students Receiving Aid Total Calculation: # New Students Receiving Aid Total + # Returning Students Receiving Aid Total
Total: Total \$ Amount Awarded	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Non-Employee Children: Total \$ Awarded to New Students Total, Total \$ Awarded to Returning Students Total Calculation: Total \$ Awarded to New Students Total + Total \$ Awarded to Returning Students Total



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2016-17 DASL Core Questions Definitions

New and Returning Students – Need-Based Financial Aid – Employee Children

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: # of New Students that applied, # of New Students Eligible for Financial Aid, # New Students Offered Aid, # New Students Receiving Aid, Total \$ Awarded to New Students, # of Returning Students Who Applied, # of Returning Students Eligible for Financial Aid, # of Returning Students Offered Financial Aid, # of Returning Students Receiving Aid, Total \$ Awarded of returning students Based on: Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: 2 Years Old and Younger, 3 Years Old, 4 Years Old, Kindergarten Part-Time, Kindergarten Full Day, Grades 1-12, Post Graduate Calculation: 2 Years Old and Younger + 3 Years Old + 4 Years Old + Kindergarten Part-Time + Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate

Total, Students of Color and International – Need-Based Financial Aid – Employee Children

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Total \$ Awarded for Tuition and Mandatory Fees, Total \$ Awarded for Costs Beyond Tuition and Mandatory Fees, # Students of color Awarded, # International Students Awarded, Total \$ Awarded to International Students Based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: 2 Years Old and Younger, 3 Years Old, 4 Years Old, Kindergarten Part-Time, Kindergarten Full Day, Grades 1-12, Post Graduate Calculation: 2 Years Old and Younger + 3 Years Old + 4 Years Old + Kindergarten Part-Time + Kindergarten Full Day + Grade 1 + Grade 2 + Grade 3 + Grade 4 + Grade 5 + Grade 6 + Grade 7 + Grade 8 + Grade 9 + Grade 10 + Grade 11 + Grade 12 + Post Graduate



2016-17 DASL Core Questions Definitions

Total – Need-Based Financial Aid – Employee Children	
Term	Description
Total Number of Students	<p>Calculated Variable Values for Students of Color and International Students copied from Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: # Students of Color Awarded Total and Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –International Students respectively.</p>
Total \$ Amount Awarded	<p>Calculated Variable Values for Students of Color and International Students copied from Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –Employee Children: Total \$ Awarded to Students of Color Total and Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid –Total \$ Awarded to International Students respectively.</p>
All Other Students: Total Number of Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: # New Students Receiving Aid Total, # Returning Students Receiving Aid Total, # Students of Color Total, # International Students Total, Total Number of Students Calculation: (# New Students Receiving Aid Total + # Returning Students Receiving Aid Total) – (# Students of Color Total + # International Students Total)
All Other Students: Total \$ Awarded	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: Total \$ Awarded to New Students Total, Total \$ Awarded to Returning Students Total, Total \$ Awarded to Students of Color Total, Total \$ Awarded to International Students total Calculation: (Total \$ Awarded to New Students Total + Total \$ Awarded to Returning Students Total) – (Total \$ Awarded to Students of Color Total + Total \$ Awarded to International Students total)
Total: Total Number of Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: # New Students Receiving Aid Total, # Returning Students Receiving Aid Total Calculation: # New Students Receiving Aid Total + # Returning Students Receiving Aid Total
Total: Total \$ Amount Awarded	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Financial Aid Detail/ New and Returning Students – Need-Based Financial Aid – Employee Children: Total \$ Awarded to New Students Total, Total \$ Awarded to Returning Students Total Calculation: Total \$ Awarded to New Students Total, Total \$ Awarded to Returning Students Total



2016-17 DASL Core Questions Definitions

Total New and Returning Students – Need-Based Financial Aid – Non-Employee and Employee Children

Term	Description
Total Number of Applications for Financial Aid Received	<p>Calculated Variable – the number of applications for financial aid received by the school for the current school year</p> <ul style="list-style-type: none"> This is a calculated value based on Financial Aid/ Financial Aid Detail Non-Employee Children: Total: # of New Students that applied, # of Returning Students Who Applied, and Financial Aid/ Financial Aid Detail Employee Children: # of New Students that Applied, # of Returning Students Who Applied Calculation: Non-Employee Children (# of New Students that applied + # of Returning Students Who Applied) + Employee Children (# of New Students that applied + # of Returning Students Who Applied)
Total Number of Students Eligible for Financial Aid	<p>Calculated Variable – the number of non-employee and employee children who are deemed eligible to receive financial aid based upon the applications received by the school for the current school year.</p> <ul style="list-style-type: none"> This is a calculated value based on Financial Aid/ Financial Aid Detail/ Non-Employee Children: # New Students Eligible for Financial Aid Total, # of Returning Students Eligible for Financial Aid Total, and Financial Aid/ Financial Aid Detail/ Employee Children: # New Students Eligible for Financial Aid Total, # of Returning Students Eligible for Financial Aid Total. Calculation: Non-Employee Children (# New Students Eligible for Financial Aid Total + # of Returning Students Eligible for Financial Aid Total) + Employee Children (# New Students Eligible for Financial Aid Total + # of Returning Students Eligible for Financial Aid Total)
Total Number of Students Receiving Financial Aid	<p>Calculated Variable – total number of non-employee and employee children who are receiving financial aid.</p> <ul style="list-style-type: none"> Value based on Financial Aid/ Financial Aid Detail/ Non-Employee Children/ Total: # New Students Receiving Aid, # of Returning Students Receiving Aid, and Financial Aid/ Financial Aid Detail/ Employee Children/Total: # New Students Receiving Aid, # of Returning Students Receiving Aid. Calculation: Non-Employee Children (# New Students Receiving Aid Total + # of Returning Students Receiving Aid Total) + Employee Children (# New Students Receiving Aid Total + # of Returning Students Receiving Aid Total)
Total Financial Aid Amount Awarded	<p>Calculated Variable – total amount of financial aid awarded to non-employee and employee children.</p> <ul style="list-style-type: none"> Value based on Financial Aid/ Financial Aid Detail/ Non-Employee Children: Total \$ Awarded to New Students total, Total \$ Awarded to Returning Students total, and Financial Aid/ Financial Aid Detail/ Employee Children: \$ Awarded to New Students total, Total \$ Awarded to Returning Students total Calculation: Non-Employee Children (\$ Awarded to New Students total + Total \$ Awarded to Returning Students total) + Employee Children (\$ Awarded to New Students total + Total \$ Awarded to Returning Students total)



2016-17 DASL Core Questions Definitions

Need-Based Financial Aid to All Families with Income Between Total Income Ranges

INSTRUCTIONS

- Enter the number of students and total need-based financial aid awards for students who ARE children of employees.

Term	Description
Number of Applicants	Enter the number of applicants within each income range. Enter in whole dollars.
Number Awarded	Enter the number of need-based awards within each income range.
Total \$ Awarded	Enter the total amount of need-based aid awarded within each income range. Enter in whole dollars.
Total	<p>Calculated Variable – total amount of financial aid awarded to non-employee and employee children.</p> <ul style="list-style-type: none"> • Value for each of the following: Number of Applicants, Number Awarded, Total \$ Awarded • Based on Financial Aid Detail/Need-Based Financial Aid to All Families with Income Between Total Income Ranges Less than \$25,000 - \$1,000,000 + • Calculation: Less than \$25,000 + \$25,000-\$49,999 + \$50,000-\$74,999 + \$75,000-\$99,999 + \$100,000-\$124,999 + \$125,000-\$149,999 + \$150,000-\$199,999 + \$200,000-\$349,999 + \$350,000-\$499,999 + \$500,000-\$749,999 + \$750,000-\$999,999 + \$1,000,000 +



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2016-17 DASL Core Questions Definitions

Advancement

Annual Giving (Prior Year)

General Section Terms

Term	Description
Alumni/ae	All former students.
Current Parents	Parents, stepparents or legal guardians of currently enrolled students. Exclude Alumni/ae.
Current Grandparents	Grandparents or step grandparents of currently enrolled students. Exclude Current Parents and Alumni/ae.
Parents of Alumni/ae	Parents of all former students. Exclude Current Grandparents, Current Parents, and Alumni/ae.
Trustees	Current members of the school's board of trustees. Exclude Alumni/ae, Current parents, Current Grandparents, and Parents of Alumni/ae.
Faculty/Staff	School employees. Exclude Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae and Trustees.
Current Students	Students who were enrolled during the 2015-2016 school year and contributed to the 2015-2016 annual fund.
Other Individuals	All other individuals that are not Trustees, Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, or Faculty/Staff.
Organizations	Private, tax-exempt charitable entities; corporations and businesses; churches, synagogues, temples and their denominational entities; any other organizations. Matching gifts are included here.
Non-attributable/Other	Any gifts not accounted for in any of the previous categories.



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2016-17 DASL Core Questions Definitions

Annual Giving (number of solicited/unsolicited donors by group)

INSTRUCTIONS

- Report data for the Fiscal Year 2015-16.
- Report the number of Solicitable, Solicited, Solicited Donors, Donors who are also Trustees and Unsolicited Donors only once for each constituent.
- Enter data for ALL donors to the annual fund, including international.
- Each constituency group takes precedence over those below it. For example, if a constituent is an alumni/ae, a current parent and a Trustee, then include them in the Alumni/ae row only and be sure to include them in the 'Donors who are also Trustees' column in the Alumni/ae row.
- If you received gifts from any donors that you did not solicit, please enter the number of donors in the Unsolicited Gifts column. The number of unsolicited donors is not calculated in the Percent Participation Rate.
- New as of 2014-15: the ordering of affiliations has been changed to align with industry standards. By providing a space to indicate the number of Trustees who are also alumni/ae, current parents, current grandparents and parents of alumni/ae, we will be able to provide continuity of reporting with prior years, while aligning our data set with others in the industry.
- Enter '0' or N/A as applicable.
- Do not leave any fields blank.

Term	Description
Solicitable	Individuals that you have permission to contact to solicit funds.
Solicited Individuals	Individuals that you actually approached by mail, email, telephone, or other means, to solicit for your annual fund.
Solicited Donors	Total number of solicited individuals that contributed to your Annual Fund.
Donors who are also Trustees	For the following categories, please indicate the total number of donors counted here, who are also Trustees: <ul style="list-style-type: none"> • Alumni/ae • Current Parents • Current Grandparents • Parents of Alumni/ae
% Participation Rate based on hierarchy	Calculated Variable – the Percent Participation Rate is calculated by dividing the number of Donors by the number of Solicited Individuals. <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Non-attributable/Other, Total • Based on Annual Giving (Prior Year)/Annual Giving (number of solicited/unsolicited donors by group): Solicited Donors, Solicited Individuals • Calculation: Solicited Donors ÷ Solicited Individuals
Unsolicited Donors	Number of individuals that you did not solicit that gave money to the school's Annual Fund. (For Unsolicited Gifts ONLY.)
TOTAL	Calculated Variable – total numbers of Solicitable, Solicited Individuals, Donors, and Donors (for unsolicited gifts). <ul style="list-style-type: none"> • Value for each of the following: Solicitable, Solicited Individuals, Donors, Donors (for unsolicited gifts) • Based on Annual Giving (Prior Year)/ Annual Giving (number of solicited/unsolicited donors by group): Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, and Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other



2016-17 DASL Core Questions Definitions

Total Trustees	
Term	Description
Solicitable	Trustees that you have permission to contact to solicit funds. This usually includes all trustees.
Solicited Individuals	Trustees that you actually approached in person, by mail, email, telephone, or other means, to solicit for your annual fund. This usually includes all trustees.
Solicited Donors	<p>Calculated Variable- number of trustees who donated to the annual fund</p> <ul style="list-style-type: none"> • Value based on Annual Giving (Prior Year)/Donors who are also Trustees: Current Parents, Current Grandparents, Parents of Alumni/ae Trustees • Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees
% Participation Rate	<p>Calculated Variable – the Percent Participation Rate is calculated by dividing the number of Donors BY the number of Solicited Individuals. (Row Totals)</p> <ul style="list-style-type: none"> • Value based on Advancement/Annual Giving (Prior Year)/Total Trustees (Number of Donors): Solicited Individuals, Solicited Donors • Calculation: Solicited Individuals ÷ Solicited Donors
Unsolicited Donors	Calculated Variable – Highly Unlikely

Trustee Giving	
Term	Description
Giving Requirement	Indicate if your school has a giving requirement for their trustees.
Required Giving	Indicate the amount of your school’s giving requirement for trustees.



2016-17 DASL Core Questions Definitions

Annual Giving (dollar amount donated by group)

INSTRUCTIONS

- Report data for the Fiscal Year 2015-16
- Report the total dollar amount given according to the constituent group category. Each category or constituent group takes precedence over those below it. For example, if a constituent is an Alumni/ae, Current Parent and Trustee, then include their contribution in the Alumni/ae row only and be sure include them in the 'Donors who are also Trustees' column in the Alumni/ae row.
- For the first four categories, there is space to indicate which of the donors reported is/are also Trustees, and to indicate the total given by this/these individual(s). This is to enable continuity with historical data.
- New as of 2014-15: the ordering of affiliations has been changed to align with industry standards. By providing a space to indicate the amount donated by Trustees who are also alumni/ae, current parents, current grandparents and Parents of Alumni/ae, we will be able to provide continuity of reporting with prior years, while aligning our data set with others in the industry.
- Enter '0' or N/A as applicable.
- Do not leave any fields blank.

Term	Description
Total Amount Given	Total dollar amount donated to the Annual Fund by both solicited and unsolicited donors.
Total Given in this Donor Group by Trustees	For the following categories, please indicate the total amount given by donors who are also Trustees: <ul style="list-style-type: none"> • Alumni/ae • Current Parents • Current Grandparents • Parents of Alumni/ae
Total Number of Donors	Calculated Variable – total dollar amount donated to the annual fund by both solicited and unsolicited donors. <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other, Total • Based on Annual Giving (Prior Year)/ Annual Giving (number of solicited/unsolicited donors by group): Solicited Donors, Unsolicited Donors • Calculation: Solicited Donors + Unsolicited Donors
Avg. Gift Given by All Donors	Calculated Variable – average gift is calculated by dividing the total dollar amount given by a group of specific donors BY the total number of donors (this includes both solicited AND unsolicited donors). <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other, Total • Based on Annual Giving (Prior Year)/ Annual Giving (dollar amount donated by group): Total Number of Donors, Total Amount Given • Calculation: Total Amount Given ÷ Total Number of Donors
TOTAL for Total Amount Given	Calculated Variable – totals for Total Amount Given <ul style="list-style-type: none"> • Value based on Annual Giving (Prior Year)/ Annual Giving (dollar amount donated by group): Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other
TOTAL for Total Number of Donors	Calculated Variable – totals for Total Number of Donors. <ul style="list-style-type: none"> • Value based on Annual Giving (Prior Year)/ Annual Giving/Number of donors: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, and Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other



2016-17 DASL Core Questions Definitions

Total Trustees (Amounts)	
Term	Description
Total Amount Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Annual Giving (Prior Year)/ Annual Giving (dollar amount donated by group)/ Total Given in this Donor group by Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni and Annual Giving (Prior Year)/ Annual Giving (dollar amount donated by group)/ Total Amount Given: Trustees Calculation: Total Given in this Donor Group by Trustees (Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae) + Trustees
Number of Donors	<p>Calculated Variable</p> <p>Value copied from Annual Giving (Prior Year)/ Total Trustees (Number of Donors)/Solicited Donors</p>
Avg. Gift Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Advancement/ Annual Giving (Prior Year)/ Total Trustees (Amounts): Total Amount Given, Number of Donors Calculation: Total Amount Given ÷ Number of Donors

Annual Giving Appeal Methods

INSTRUCTIONS

- Please enter each of the appeal methods was used by your school in contributing to your 2015-16 Annual Giving fund.
- Please include both unrestricted and restricted dollars.
- If you collect this data, please indicate whether or not you used each of the appeal methods listed below and provide the amount received.

Term	Description
Yes/No	Indicate whether or not you used each appeal method to solicit funds for your annual campaign.
Dollar Amount Received	Indicate the total dollar amount received through each appeal method.
Direct Mail	Individuals that you targeted through direct mail pieces.
Email	Individuals that you targeted through email.
Magazine (Business Return Envelope)	Individuals that you targeted through Magazine (BRE).
Personal Solicitation	Individuals that you targeted through direct personal contact.
Phonathon	Individuals that you targeted through phone calls during a phonathon.
Special Events	Individuals that you targeted through any type of special event.
Social Media	Individuals that you targeted through social media.
Website	Individuals that you targeted through your website.
Other	Individuals that you targeted through other methods not listed above.

International Student and Family Information

INSTRUCTIONS

- Report data for the Fiscal Year 2015-16.
- Report the number of International constituents who are Donors, and number of Donors who are also Trustees as well as the total amounts given.
- Donors and number of Donors who are also Trustees as well as the total amounts given.
- Each constituency group takes precedence over those below it. For example, if a constituent is an Alumni/ae, Current Parent and Trustee, then include them in the Alumni/ae row only and be sure include them in the 'Donors who are also Trustees' column in the Alumni/ae row.

Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Total Number of Donors, Total Amount Given Based on Annual Giving (Prior Year)/ International Student and Family Information: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-Attributable/Other Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations, and Non-Attributable/Other



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2016-17 DASL Core Questions Definitions

International Trustees	
Term	Description
Total Number	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for Total Number and Total Amount Given Based on Advancement/ Annual Giving (Prior Year)/ International Student and Family Information/ Number of Donors Who Are Also Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae AND Total Number of Donors: Trustees Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees
Total Amount Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for Total Number and Total Amount Given Based on Advancement/ Annual Giving (Prior Year)/ International Student and Family Information/ Total Given in This Donor Group By Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae AND Total Number of Donors: Trustees Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees



2016-17 DASL Core Questions Definitions

Advancement

Capital Giving (Prior Year)

General Section Terms

Term	Description
Alumni/ae	All former students.
Current Parents	Parents, stepparents or legal guardians of currently enrolled students. Exclude Alumni/ae.
Current Grandparents	Grandparents or step grandparents of currently enrolled students. Exclude Current Parents and Alumni/ae.
Parents of Alumni/ae	Parents of all former students. Exclude Current Grandparents, Current Parents, and Alumni/ae.
Trustees	Current members of the school's board of trustees. Exclude Alumni/ae, Current parents, Current Grandparents, and Parents of Alumni/ae.
Faculty/Staff	School employees. Exclude Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae and Trustees.
Current Students	Students who were enrolled during the 2015-2016 school year and contributed to the 2015-2016 annual fund.
Other Individuals	All other individuals that are not Trustees, Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, or Faculty/Staff.
Organizations	Private, tax-exempt charitable entities; corporations and businesses; churches, synagogues, temples and their denominational entities; any other organizations. Matching gifts are included here.
Non-attributable/Other	Any gifts not accounted for in any of the previous categories.

Capital Campaign (Yes/No)

INSTRUCTIONS

- Please indicate whether or not your school conducted a capital campaign in 2015-16.
- Please note - your response will determine what questions are asked in this section.

Capital Campaign (dates/goals)

Term	Description
Starting Year?	Year in which capital campaign was initiated.
Ending Year?	Year in which capital campaign was/is ending.
Goal of Campaign (in \$1,000's)	Capital campaign goal in thousand dollars. For example: if your school goal is \$20,000 enter 20.
Purpose	<p>Indicate the purpose of the capital campaign. If more than one item applies, please hold the control key on your keyboard and select all that apply:</p> <ul style="list-style-type: none"> • Unrestricted • Restricted use • New Building • Financial Aid • New Athletic Area • New Cafeteria • New Transportation System • New Computers • New Technology • New Swimming Pool • Office Space • Building Maintenance • Special Activities • Endowment • Better Salaries • Other
Target for Silent Phase	Please indicate the Silent Phase target in dollars
Target for Public Phase	Please indicate the Public Phase target in dollars



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2016-17 DASL Core Questions Definitions

Capital Giving (number solicited/unsolicited donor by group)

INSTRUCTIONS

- Report data for the Fiscal Year 2015-16.
- Report the number of Solicited individuals, Solicited Donors, Donors who are also Trustees and Unsolicited Donors only once for each constituent.
- Enter data for ALL donors to the Capital Campaign, including international.
- Each constituency group takes precedence over those below it. For example, if a constituent is an Alumni/ae, Current Parent and Trustee, then include them in the Alumni/ae row only and be sure include them in the 'Donors who are also Trustees' column in the Alumni/ae row.
- New as of 2014-15: the ordering of affiliations has been changed to align with industry standards. By providing a space to indicate the number of Trustees who are also alumni/ae, current parents, current grandparents and Parents of Alumni/ae, we will be able to provide continuity of reporting with prior years, while aligning our data set with others in the industry.
- If you received gifts from any donors that you did not solicit in 2015-16, please enter the number of donors in the Unsolicited Gifts column. The number of unsolicited donors is not calculated in the Percent Participation Rate.

Term	Description
Solicited Individuals	Individuals that you will approach by mail, email, telephone, or other means, to solicit money for your Capital Giving fund constitute your prospective donors.
Solicited Donors	Total number of solicited individuals that contributed to your Annual Fund.
Donors who are also Trustees	For the following categories, please indicate the total number of donors, who are also Trustees: <ul style="list-style-type: none"> • Alumni/ae • Current Parents • Current Grandparents • Parents of Alumni/ae
% Participation Rate by hierarchy	<p>Calculated Variable – the Percent Participation Rate is calculated by dividing the number of Donors by the number of Solicited Individuals.</p> <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Non-attributable/Other, Total • Based on Capital Giving (Prior Year)/Capital Giving (number of solicited/unsolicited donors by group) Solicited Donors, Solicited Individuals • Calculation: Solicited Donors ÷ Solicited Individuals
Unsolicited Donors	Number of individuals that you did not solicit that actually gave money to the school's Annual Fund. (For Unsolicited Gifts ONLY.)
TOTAL	<p>Calculated Variable – total numbers of Solicitable, Solicited Individuals, Donors, and Donors (for unsolicited gifts). (Colum Totals)</p> <ul style="list-style-type: none"> • Value for each of the following: Solicitable, Solicited Individuals, Donors, Donors (for unsolicited gifts) • Based on Capital Giving (Prior Year)/ Capital Giving (number of solicited/unsolicited donors by group) Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other



2016-17 DASL Core Questions Definitions

Total Trustees (Number of Donors)

Calculated Variable – This section contains values that are calculated automatically, based on the numbers entered above. If they look inaccurate to you, please refer to the numbers you entered above, and correct any inaccuracies there.

Term	Description
Solicited	Trustees that you actually approached by mail, email, telephone, or other means, to solicit for your annual fund.
Solicited Donors	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Capital Giving (Prior Year)/Donors who are also Trustees: Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees
% Participation Rate	<p>Calculated Variable – the Percent Participation Rate is calculated by dividing the number of Donors BY the number of Solicited Individuals.</p> <ul style="list-style-type: none"> Value based on Advancement/Capital Giving (Prior Year)/Total Trustees (Number of Donors): Solicited Individuals, Solicited Donors Calculation: Solicited Individuals ÷ Solicited Donors
Unsolicited Donors	Calculated Variable – Highly Unlikely



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2016-17 DASL Core Questions Definitions

Capital Giving (dollar amount donated by group)

INSTRUCTIONS

- Report data for the Fiscal Year 2015-16.
- Only report the total dollar amount given for each constituent group that actually contributed to the Capital Giving fund in 2015-16.
- Report the total dollar amount given according to the constituent group category. Each category or constituent group takes precedence over those below it.
- Count the number of solicited donors only once. If a constituent was solicited more than once, only count the solicitation once in the row corresponding to the highest level of affiliation.
- For the first four categories, there is space to indicate which of the donors reported is/are also Trustees, and to indicate the total given by this/these individual(s). This is to enable continuity with historical data.
- New as of 2014-15: the ordering of affiliations has been changed to align with industry standards. By providing a space to indicate the number of individuals who also fall into a lower affiliation group, we will be able to provide continuity of reporting with prior years, while aligning our data set with others in the industry.
- The Total Number of Donors column automatically calculates the number of solicited and unsolicited donors that were entered in Capital Giving (number solicited/unsolicited by donor group). If these numbers are incorrect, please return to the previous page and adjust the donor numbers.

Term	Description
Total Amount Given	Total dollar amount given by both solicited and unsolicited donors.
Total Given by Trustees	For the following categories, please indicate the total amount given by donors who are also Trustees: <ul style="list-style-type: none"> • Alumni/ae • Current Parents • Current Grandparents • Parents of Alumni/ae
Total Number of Donors	Calculated Variable – total dollar amount donated to the annual fund by both solicited and unsolicited donors. (Row Totals) <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other, Total • Based on Capital Giving (Prior Year)/ Capital Giving (number of solicited/unsolicited donors by group): Solicited Donors, Unsolicited Donors • Calculation: Solicited Donors + Unsolicited Donors
Avg. Gift Given by All Donors	Calculated Variable – average gift is calculated by dividing the total dollar amount given by specific donor group BY the total number of donors (this includes both solicited AND unsolicited donors). <ul style="list-style-type: none"> • Value for each of the following: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other, Total • Based on Capital Giving (Prior Year)/ Capital Giving (dollar amount donated by group): Total Number of Donors, Total Amount Given • Calculation: Total Amount Given ÷ Total Number of Donors
TOTAL for Total Amount Given	Calculated Variable – totals for Total Amount Given <ul style="list-style-type: none"> • Value based on Capital Giving (Prior Year)/ Capital Giving (dollar amount donated by group): Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other
TOTAL for Total Number of Donors	Calculated Variable – totals for Total Number of Donors. <ul style="list-style-type: none"> • Value based on Capital Giving (Prior Year)/ Capital Giving/Number of donors: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, Non-attributable/Other • Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations + Non-attributable/Other



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2016-17 DASL Core Questions Definitions

Total Trustees (Amounts)	
Term	Description
Total Amount Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Capital Giving (Prior Year)/ Capital Giving (dollar amount donated by group)/ Total Given in this Donor group by Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni and Annual Giving (Prior Year)/ Annual Giving (dollar amount donated by group)/ Total Amount Given: Trustees Calculation: Total Given in this Donor Group by Trustees (Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae) + Trustees
Number of Donors	<p>Calculated Variable</p> <p>Value copied from Capital Giving (Prior Year)/ Total Trustees (Number of Donors)/Solicited Donors</p>
Avg. Gift Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Advancement/ Capital Giving (Prior Year)/ Total Trustees (Amounts): Total Amount Given, Number of Donors Calculation: Total Amount Given ÷ Number of Donors

International Student and Family Information	
Term	Description
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Total Number of Donors, Total Amount Given Based on Capital Giving (Prior Year)/ International Student and Family Information: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae, Trustees, Faculty/Staff, Current Students, Other Individuals, Organizations, and Non-Attributable/Other Calculation: Alumni/ae + Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees + Faculty/Staff + Current Students + Other Individuals + Organizations, and Non-Attributable/Other

International Trustees	
Term	Description
Total Number	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for Total Number based on Advancement/ Capital Giving (Prior Year)/ International Student and Family Information/ Number of Donors Who Are Also Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae AND Total Number of Donors: Trustees Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees
Total Amount Given	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for Total Amount Given based on Advancement/ Capital Giving (Prior Year)/ International Student and Family Information/ Total Given in This Donor Group By Trustees: Alumni/ae, Current Parents, Current Grandparents, Parents of Alumni/ae AND Total Number of Donors: Trustees Calculation: Current Parents + Current Grandparents + Parents of Alumni/ae + Trustees.



2016-17 DASL Core Questions Definitions

Advancement

Largest Single Gift (Prior Year)

Largest Single Cash Gift and Purpose

INSTRUCTIONS

- Please enter the cash value of the largest single gift received during 2015-16 and the purpose of the gift.
- Please do not report gifts if the amounts were already reported in previous years.
- If the gift was used for more than one purpose, **please hold the control key (CTRL) on your keyboard and select all that apply from the list.**

Term	Description
Value of the gift	Please enter the value of the gift in dollars.
Purpose of the gift	<p>Please enter a comma-separated list (e.g., 1,2,4) of the numbers corresponding to the below choices</p> <ul style="list-style-type: none"> • 1 - Unrestricted • 2 - Restricted Use • 3 - Building • 4 - Financial Aid • 5 - New Athletic Area • 6 - New Cafeteria • 7 - New Transportation System • 8 - New Computers • 9 - Technology • 10 - New Swimming Pool • 11 - Office Space • 12 - Building Maintenance • 13 - Special Activities • 14 - Endowment • 15 - Salaries • 16 - Other



2016-17 DASL Core Questions Definitions

Financial Operations

Balance Sheet

Assets

INSTRUCTIONS

- Please report assets for the 2015-16 fiscal year, using audit preparation numbers.
- All schools are expected to provide all the basic and supplemental data in the column boxes.
- Select N/A for line items that are not applicable to your school.
- Enter "0" for line items in which you have no income or expense to report.
- Do not leave any fields blank.

Term	Description
Cash & cash equivalents	Deposit accounts and highly liquid investments purchased with a maturity of three months or less.
Restricted Cash	Cash restricted by contract for a specific purpose. Generally unspent bond proceeds/designated construction funds.
Investments	Market value of all investments, including endowment and short-term investments.
Interest rate swap asset	Market value of interest swap agreement
Accounts receivable	Amounts due from sales to customers, e.g. tuition receivable
Pledges receivable, net	Voluntary promised to give from donors, stated at net present value, net of allowance for uncollibility
Construction in Progress	
Prepaid expenses & other current assets	Payments made goods/services to be received in the future, other deposits, inventory, etc. Do not include construction in progress.
Property, plant & equipment, gross	Total purchase cost of all land, buildings, vehicles, equipment, furniture, and other capitalized expenditures for tangible assets.
Accumulated depreciation	Cumulative depreciation expense on all property, plant and equipment. Depreciation expense is the recognition of the cost of the asset over its useful life.
Intangible assets	Cost of assets that are not physical in nature. E.g. trademarks, copyrights, and goodwill acquired from purchasing another organization.
Other long-term assets	Other assets that are not expected to convert to cash in the next 12 months.
Total assets	<p>Calculated Variable</p> <ul style="list-style-type: none"> • Value based on Balance Sheet/Assets: Cash & cash equivalents, Restricted Cash, Investments, Interest rate swap asset, Accounts receivable, Pledges receivable, net, Construction in Progress, Prepaid expenses & other current assets, Property, plant & equipment, gross, Accumulated depreciation, Intangible assets, Other long-term assets • Calculation: Cash & cash equivalents + Restricted cash + Investments + Interest rate swap asset + Accounts receivable + Pledges receivable, net + Construction in Progress + Prepaid expenses & other current assets + Property, plant & equipment, gross + Accumulated depreciation + Intangible assets + Other long-term assets



2016-17 DASL Core Questions Definitions

Liabilities

INSTRUCTIONS

- Please report liabilities for the 2015-16 fiscal year, using audit preparation numbers.
- All schools are expected to provide all the basic and the supplemental data in the column boxes.
- Select N/A for line items that are not applicable to your school.
- Enter "0" for line items in which you have no income or expense to report.
- Do not leave any fields blank.

Term	Description
Accounts payable & accrued expenses	Amounts owed to vendors for services rendered/goods received. (E.g. unpaid invoices)
Advance payments/deposits	Generally tuition payments received in advance of the year, and include any payments from customers for services to be rendered in the future.
Bonds and notes payable	Amount due to banks or other investors for long-term borrowing agreements. E.g. Tax-exempt bonds, mortgages, notes and other contractual promises to pay
Interest rate swap liability	Marked to market value of interest rate swap agreements. Swap agreements are usually used along with bond financing to convert a variable rate bond to a fixed interest rate, or vice versa. The value of these agreement changes with the interest rate market and can be negative (liability) or positive (asset).
Total liabilities	<p>Calculated Variable – (Column Totals)</p> <ul style="list-style-type: none"> • Value based on Balance Sheet/Liabilities: Account payable & accrued expenses, Advance payments/deposits, Bonds and notes payable, and Interest rate swap liability • Calculation: Accounts payable & accrued expenses + Advance payments/deposits + Bonds and notes payable + Interest rate swap liability.

Net Assets

INSTRUCTIONS

- Please report net assets for the 2015-16 fiscal year, using audit preparation numbers.
- All schools are expected to provide all the basic and the supplemental data in the column boxes.
- Select N/A for line items that are not applicable to your school.
- Enter "0" for line items in which you have no income or expense to report.
- Do not leave any fields blank.

Term	Description
Unrestricted net assets	Accumulated reserves that have no restrictions from donors. Available for spending.
Temporarily restricted assets	Net assets restricted by donors as to time (can spend in the future) or purpose (e.g. scholarships, teacher professional development). Time restriction includes pledges not yet received.
Permanently restricted net assets	Net assets restricted by donors as to time or purpose. Time restriction includes pledges not yet received.
Total net assets	<p>Calculated Variable – (Column Totals)</p> <ul style="list-style-type: none"> • Value based on Balance Sheet/Net Assets: Unrestricted Net Assets, Temporarily restricted net assets, and Permanently restricted net assets • Calculation: Unrestricted Net Assets + Temporarily restricted net assets + Permanently restricted net assets



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2016-17 DASL Core Questions Definitions

Financial Operations

Revenues (Prior Year)

Unrestricted Operating Revenue

INSTRUCTIONS

- Please report financial operations for the 2015-16 fiscal year, using audit preparation numbers.
- All schools are expected to provide all the basic and the supplemental data in the column boxes.
- Select N/A for line items that are not applicable to your school.
- Enter "0" for line items in which you have no income to report.
- Do not leave any fields blank.

Term	Description
Basic and Supplemental Income	Basic Income items are denoted by line items with regular numbers (Ex. 1, 2, 3, etc.) <ul style="list-style-type: none"> • Supplemental Income items are subsets of basic income items and are denoted in this manner: Ex. --2a., --2b., --2c., etc. • Select N/A for line items that are not applicable for your school. • Enter "0" for line items in which you have no income to report. • Do not leave the field blank.
1. Tuition and Fees	Report total tuition and fees received as tuition and fee revenues (including room and board revenue from boarding students). <ul style="list-style-type: none"> • Include revenue from tuition and fees foregone through financial aid, merit based aid, or tuition remission.
--2a1. Need-based financial aid TUITION ONLY	Money for Tuition awarded on the basis of need.
--2a2. Need-based financial aid MANDATORY FEES ONLY	Money awarded on the basis of need for mandatory fees. For example: activity fees, tech fees, books, school trips and functions, etc.
--2a. Total Need-based financial aid total	Calculated Variable if data are entered into 2a1., 2a2 <ul style="list-style-type: none"> • Value based on Financial Operations/Unrestricted Operating Revenue: 2a1. Need-based financial aid TUITION ONLY, 2a2. Need-based financial aid MANDATORY FEES ONLY • Calculation: 2a1. Need-based financial aid TUITION ONLY + 2a2. Need-based financial aid MANDATORY FEES ONLY
--2b. Total Merit based aid	Money awarded based on merit and independent of demonstrated need. <ul style="list-style-type: none"> • Do not include tuition remission.
--2c. Total Other financial aid	Please indicate the dollar amount of no-need awards other than merit based for children of non-employees (such as tuition discounts for siblings of enrolled students).
--2d. Tuition remission	The remission in full or in part of tuition for children of employees.
2. Financial Aid & Tuition Remission Total (--2a + --2b + --2c + --2d)	Calculated Variable <ul style="list-style-type: none"> • Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: --2a. Total Need-based financial aid, --2b. Merit based aid, --2c. Total Other Financial Aid, --2d. Tuition Remission • Calculation: --2a. Total Need-based financial aid total + --2b. Merit based aid + 2c. Total Other Financial Aid + --2d. Tuition Remission
3. Net Tuition Revenue (1 minus 2) (1 – 2)	Calculated Variable <ul style="list-style-type: none"> • Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: 1. Tuition and Fees, 2. Financial Aid & Tuition Remission Expense • Calculation: 1. Tuition and Fees - 2. Financial Aid & Tuition Remission Expense Total
--4a. Day care	Pre-school care, often for employees' children to attract/retain faculty. <ul style="list-style-type: none"> • Schools may opt to add non-employee children. • State licensing regulations apply due to age of children.
--4b. Extended day	Programs for students before and after school hours.
--4c. Summer programs	School programs that run during summer months.
--4d. Other programs	All other school programs not included in the previous categories (e.g. conferences and workshops).



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Term	Description
4. Summer, extended day & other programs (--4a + --4b + --4c + --4d)	<p>Calculated Variable – gross income from day care service, extended stay, summer programs, and other programs</p> <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Unrestricted Operating Revenues for total of -4a. Day Care, --4b. Extended day, --4c. Summer programs,--4d. Other programs Calculation: --4a. Day Care + --4b. Extended Day + --4c. Summer Programs + --4d. Other programs
5. Auxiliary Services	Gross income from services of a non-academic nature including food service, health services, student store, snack bar, student busing, and laundry.
6. Operating investment income (Loss)	Net investment dividends & income from unrestricted cash and investments. (E.g. investment income from working capital held in cash and short-term investments.) Not endowment draw or endowment income.
7. Affiliated Enterprise Income (Loss)	Net income from any enterprises operated by the school that are non-instructional and that operate with separate facilities. Include inns, thrift shops, and working farms.
--8a. Local government aid	Grants for annual fund provided by local governments.
--8b. State government aid	Grants for annual fund provided by state governments.
--8c. Federal government aid	Grants for annual fund provided by the federal government.
8. Public Aid Total (--8a + --8b + --8c)	<p>Calculated Variable – total income (including block grants and agricultural subsidies) from local government aid, State government aid, and Federal government aid.</p> <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: --8a. Local government aid, --8b. State government aid, --8c. Federal government aid Calculation: --8a. Local government aid + --8b. State government aid + --8c. Federal government aid
--9a. Annual Giving including pledges	All annual giving including pledges
--9b. Foundation Grants	All foundation grants
--9c. Other unrestricted gifts and contributions	All unrestricted gifts, including pledges, received during the year other than capital and annual giving. Please provide the accrual, GAAP, basis number.
9. Operating Gifts and Grants Total	<p>Gifts and grants income used for current operations and programs. Include foundation grants. Exclude capital gifts.</p> <p>Calculated Variable if data are entered in 9a., 9b, 9c</p> <ul style="list-style-type: none"> Value based on Net Income/Unrestricted Operating Income: --9a. Annual Giving including pledges, --9b. Foundation Grants, --9c. Other unrestricted gifts and contributions Calculation: --9a. Annual Giving including pledges + --9b. Foundation Grants + --9c. Other unrestricted gifts and contributions
--10a. Auctions, net	Total net income (revenues less related event expenses) from any auctions organized by the school.
--10b. Fairs, net	Total net income (revenues less related event expenses) from any fairs organized by the school.
--10c. Parent association events, net	Total net income (revenues less related event expenses) from any events organized by the parents association.
--10d. Other school fundraising events, net	Other school fundraising events that do not fall into the above categories of events.
10. Special Events Total, net (--10a + --10b + --10c + --10d)	<p>Calculated Variable – Net income (revenues less related expenses) for all special event fundraisers.</p> <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: 10a. Auctions, net, --10b. Fairs, net, --10c. Parent association events, net, --10d. Other school fundraising events, net Calculation: --10a. Auctions, net + 10b. Fairs, net + --10c. Parent association events, net + --10d. Other school fundraising events, net
--11a. Endowment Draw	Net assets released - income & gains from restricted investments, such as endowment.
--11b. Use of restricted gifts for noncapital purposes	Net assets released - from restricted gifts used for noncapital purposes.



2016-17 DASL Core Questions Definitions

Term	Description
11. Net Assets released from restriction for operations, total	Total of all net assets released from restriction. Should tie to unrestricted revenues section of GAAP statement of activities. Calculated Variable if data are entered in 11a, 11b <ul style="list-style-type: none"> Value based on Net Income/Unrestricted Operating Income: 11a. Endowment Draw, 11b. Use of restricted gifts for noncapital purposes Calculation: 11a. Endowment Draw, 11b. Use of restricted gifts for noncapital purposes
12. Other income	All miscellaneous revenue amounts not classified elsewhere, such as incidental rental income and proceeds from the sale of equipment.
13. Total Operating Income (3+4+5+6+7+8+9+10+11+12)	Calculated Variable – the system will calculate this number. <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: 3. Net Tuition Revenue (1 minus 2), 4. Summer, extended day & other programs, 5. Auxiliary Services, 6. Operating Investment Income (Loss) 7. Affiliated Enterprise Income (net), 8. Public Aid Total, 9. Operating Gifts and Grants Total, 10. Special Events Total, net, 11. Net Assets released from restriction, total, 12. Other income Calculation: 3. Net Tuition Revenue (1 minus 2) + 4. Summer, extended day & other programs + 5. Auxiliary Services + 6. Operating Investment Income (Loss) + 7. Affiliated Enterprise Income (net) + 8. Public Aid Total+ 9. Operating Gifts and Grants Total + 10. Special Events Total, net + 11. Net Assets released from restriction, total + 12. Other income
14. Restricted gifts used for construction or fixed asset acquisition	Net assets released - from restricted gifts used for construction or acquisition of fixed assets.
15. Total Unrestricted Revenue (13 + 14)	Calculated Variable <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Unrestricted Operating Revenues: 13. Total Operating Income, 14. Restricted gifts used for construction or fixed asset acquisition Calculation: 13. Total Operating Income + 14. Restricted gifts used for construction or fixed asset acquisition

Restricted gift activity

Term	Description
Gifts temporarily restricted for capital campaign	Gifts restricted by donors that can only be used for construction and/or purchase of capitalized assets (e.g. vehicles, technology hardware, etc.)
Other temporarily restricted gifts	Gifts or pledges received that were restricted by donors for specific operating activities (e.g. funding financial aid, faculty salaries and/or development).
Temporarily restricted investment income	Generally income and gains from permanently restricted endowment.
Total temporarily restricted income	Calculated Variable <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Restricted gift activity: Gifts Temporarily restricted for capital campaign, Other temporarily restricted gifts, Temporarily restricted investment income Calculation: Gifts temporarily restricted for capital campaign + Other temporarily restricted gifts + Temporarily restricted investment income

Non-operating income (losses)

Term	Description
Capital Gifts, unrestricted	Gifts received as part of a capital campaign that the school will use for the campaigns purpose, but are not technically donor restricted per GAAP. This amount may be included in unrestricted contributions on audited GAAP financial statements, but is not part of annual operating income.
Change in value of swap agreement	Change from the beginning to the ending market value of an interest rate swap or similar derivative agreement.
Non-operating investment income, gains (losses), net	This could be endowment gains (losses) or any other investment income that is not considered to be part of operating income by the school. (E.g. as unrealized gains/losses on operating investments)



2016-17 DASL Core Questions Definitions

Restricted Sources of Financial Aid (Prior Year)

INSTRUCTIONS

- Please report financial operations for the 2015-16 fiscal year, using audit preparation numbers.
- All schools are expected to provide all the basic and the supplemental data in the column boxes.
- Select N/A for line items that are not applicable to your school.
- Enter "0" for line items in which you have no income to report.
- Do not leave any fields blank.

Term	Definition
Endowment Restricted to Financial Aid	Dollar amount of funding for financial aid programs that come from Endowment that are restricted to financial aid available for the 2015-16 academic year.
Gifts and Grants Restricted to Financial Aid	Dollar amount of funding for financial aid programs that come from gifts and grants that are restricted to financial aid available for the 2015-16 academic year.
Other Sources Restricted to Financial Aid	Dollar amount of funding for financial aid programs that come from other sources that are restricted to financial aid available for the 2015-16 academic year.



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2016-17 DASL Core Questions Definitions

Financial Operations

Expenses & Other (Prior Year)

Operating Expenses (actual)

INSTRUCTIONS

- Please report financial operations for the 2015-16 fiscal year, using audit preparation numbers.
- For line items 13 - 17g, report total wages and salaries for all paid employees of the school
- EXCEPT: Salaries paid to summer program personnel should be reported separately in Other Services (21e).
- Wages and salaries to employees of contractors should also be reported in the lines in section 21.
- For line items 13 - 17g, in cases where one individual holds responsibilities in more than one of the personnel categories presented, we encourage you to apportion the salary among the categories. If apportionment is not possible, report the total salary according to area of primary responsibility.
- For line items 14 - 17g if a type of position or line item does not exist at your school select 'N/A'
- Enter "0" for line items in which you have no expenses to report.
- Do not leave any fields blank.

Term	Description
Basic and Supplemental EXPENSES	<ul style="list-style-type: none"> • Basic Expense items are denoted by line items with regular numbers (Ex. 13., 14., 15., etc.) • Supplemental Expense items are subsets of basic expense items and line items are denoted in this manner: Ex. 21a., 21b., 21c., etc. • Select N/A for line items between 14a-17g that are not applicable to your school. • Enter "0" for line items in which you have no income to report. • Do not leave any fields blank.
13a. Teacher Salaries	Salaries paid to Full- and Part-time personnel who provide instruction, learning experiences, and care to students during a particular time period or in a given discipline, provided that 51% or more of their time is dedicated to teaching.
13. Total Teacher Salaries	
14a. Teacher Assistants Salaries	Salaries paid to personnel that perform the day-to-day activities of teaching students while under the supervision of a teacher. <ul style="list-style-type: none"> • This includes individuals who may or may not be certified.
14b. Teacher Aides Salaries	Salaries paid to personnel that assist with routine activities associated with teaching regarding students, but do not teach.
14c. Learning Specialist	Salaries paid to personnel that perform activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.
14d. Media/Library Staff	Personnel that provide library and media services to students and school staff. Include the head librarian.
14e. ESL/ELL Instructors	Instructors who teach English as a second language or English Language Learners.
14f. Technology Instructional Support Staff	Personnel who provide support for integration of technology into teaching curriculum.
14g. Coaches (moved from teachers)	A person who teaches and trains the members of a sports and makes decisions about how the team plays during games.
14h. Interns Salaries	Salaries paid to Interns.
14i. Other Instructional Support Salaries	Salaries paid to Other Instructional Support. <ul style="list-style-type: none"> • This includes salaries paid to any instructional support employees that are included in the above categories.



2016-17 DASL Core Questions Definitions

Term	Description
14. Total Instructional Support Salaries (14a + 14b + 14c + 14d + 14e + 14f + 14g + 14h + 14i)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 14a. Teacher Assistants Salaries, 14b. Teacher Aides Salaries, 14c. Learning Specialist Salaries, 14d. Media/Library Staff Salaries, 14e. ESL/ELL Instructor Salaries, 14f. Technology Instructional Support Staff Salaries, 14g. Coaches Salaries, 14h. Interns Salaries, 14i. Other Instructional Support Salaries Calculation: 14a. Teacher Assistants Salaries + 14b. Teacher Aides Salaries + 14c. Learning Specialist Salaries + 14d. Media/Library Staff Salaries + 14e. ESL/ELL Instructor Salaries + 14f. Technology Instructional Support Staff Salaries + 14g. Coaches Salaries + 14h. Interns Salaries + 14i. Other Instructional Support Salaries
15a. Dorm supervisors	Salaries paid to personnel who supervise a dormitory or building in which students reside
15b. Day care providers	Salaries paid to personnel who provide professional day-care services and assists in implementing child care activities, including custodial functions.
15. Total Instructional and Other Support Salaries (14 + 15a + 15b)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 14. Total Instructional Support Salaries, 15a. Dorm Supervisors Salaries, 15b. Day care providers salaries for Basic and Supplemental Expenses Calculation: 14. Total Instructional Support Salaries + 15a. Dorm Supervisors Salaries + 15b. Day care providers salaries
16a. Administrators Salaries	<p>Salaries paid to higher level administrators.</p> <ul style="list-style-type: none"> Salaries paid to personnel who perform professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development. (E.g. President of School, Head of School, Associate Head, Assistant Head, Upper School Head, Middle School Head, Lower School Head, Highest Paid Academic Department Head, Director of Studies, Dean of Students, Librarian, College Counselor, Psychologist, Athletic Director, Chief Business Manager, Director of Development, Director of Public Relations, Director of Admissions, Director of Financial Aid, Director of Alumni/ae Affairs, Director of Physical Plant, Director of Technology/IT, Director of Technology/Curriculum, Director of Diversity, and Head's Administrative Assistant.)
16b. Technology Staff	Salaries paid to personnel that work with the Director of Technology/IT in maintaining, hardware, software, and network requirements for the school.
16c. Other Administrative Professional Staff	<p>Salaries paid to other administrative staff. Salaries paid to personnel who perform assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education. (E.g. accountants, managers, assistant directors, and chaplains/ministers).</p> <ul style="list-style-type: none"> NOTE: Salaries paid to staff members of Administrators (business office staff, development office staff, etc.) who are NOT performing secretarial/clerical duties should be entered here. Salaries paid to Plant/Maintenance, Health Care and Security staff should be entered in the appropriate line items.
16. Total Professional Staff Salaries (16a + 16b + 16c)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 16a. Administrators salaries, 16b. Technology Staff Salaries, 16c. Other Administrative Professional Staff Salaries Calculation: 16a. Administrators Salaries + 16b. Technology Staff Salaries + 16c. Other Administrative Professional Staff Salaries
17a. Health Staff Salaries	Salaries paid to Health Care Staff. (E.g. nurse, nutritionist, dental staff, therapist, speech pathologist, and physicians)
17b. Secretarial/Clerical Staff Salaries	Salaries paid to Secretarial and Clerical Staff.
17c. Kitchen Staff Salaries	Salaries paid to personnel that work in kitchen/cafeteria services.



2016-17 DASL Core Questions Definitions

Term	Description
17d. Plant/Maintenance Staff Salaries	Salaries paid to staff that perform plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment <ul style="list-style-type: none"> Some examples include, electrician, plumber, vehicle mechanic, bus driver, gardener, grounds keeper, and crossing guards. Exclude the Director of Physical Plant.
17e. Security Staff Salaries	Salaries paid to personnel that provide protection to individuals and safeguard the school facility.
17f. Auxiliary Staff Salaries	Salaries paid to personnel that work in service areas of a non-academic nature that are provided to students. (E.g. student store, snack bar, student busing, and laundry)
17g. Other Staff Salaries	Salaries paid to personnel that perform other duties not accounted for in any of the above categories.
17. Total Other Staff Salaries (17a + 17b + 17c + 17d + 17e + 17f + 17g)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 17a. Health Staff Salaries, 17b. Secretarial/Clerical Staff Salaries, 17c. Kitchen Staff Salaries, 17d. Plant/Maintenance Staff Salaries, 17e. Security Staff Salaries, 17f. Auxiliary Staff Salaries, 17g. Other Staff Salaries Calculation: 17a. Health Staff Salaries + 17b. Secretarial/Clerical Staff Salaries + 17c. Kitchen Staff Salaries + 17d. Plant/Maintenance Staff Salaries + 17e. Security Staff Salaries + 17f. Auxiliary Staff Salaries + 17g. Other Staff Salaries
18. Grand Total Staff Salaries (13 + 15 + 16 + 17)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 13. Total Teacher Salaries, 15. Total Instructional and Other Support Salaries, 16. Total Professional Staff Salaries, 17. Total Other Staff Salaries Calculation: 13. Total Teacher Salaries + 15. Total Instructional and Other Support Salaries + 16. Total Professional Staff Salaries + 17. Total Other Staff Salaries
19. Employee Professional Development	The amount in total dollars spent on professional development.
20. Benefits and Payroll Taxes	The portion of employee benefits, including non-salary sabbatical expenses and payroll taxes paid by the school. Do not report contributions made by employees toward benefits or tuition remission granted. Benefits and payroll taxes for summer programs personnel should be reported as Other Services.
21. Technology	Include total expenses other than salaries and benefits, related to technology: hardware, dedicated T line, intranet and internet services providers, software, materials, supplies, technology consultants, network maintenance, telecommunications other than voice, etc. Please report only operating expenses and not capital expenses.
22a. Instructional	Expenses other than salaries and benefits for academic departments and programs. Including chapel, library, and counseling. Include the expense of materials, equipment, supplies, subscriptions, travel, school newspaper, yearbook, school magazine, theater or student productions, trips and excursions.
22b. Athletic	Expenses other than salaries and benefits for athletic and physical education programs, including after-school athletic events.
22c. Auxiliary	Expenses other than salaries and benefits. (e.g. food and health services, student store, snack bar, laundry, transportation, expenses for materials, supplies, services, and equipment (such as food and medicines) and vehicle (like buses) insurance, maintenance, and repairs) Note: Include total costs of contracted services here.
22d. Other Services	Expenses for summer programs, including salaries, benefits, and payroll taxes. (E.g. summer school, camps, after-school programs, conferences, and workshops)
22. Total Services (22a + 22b + 22c + 22d)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 22a. Instructional, 22b. Athletic, 22c. Auxiliary, 22d. Other Services for Basic and Supplemental Expenses. Calculation: 22a. Instructional + 22b. Athletic + 22c. Auxiliary + 22d. Other Services
23a. Plant	Expenses other than salaries and benefits for electricity, fuel, maintenance materials, supplies, equipment purchases expensed, contracted maintenance services, security services, and plant major repairs or additions if paid for out of current operating funds.



2016-17 DASL Core Questions Definitions

Term	Description
23b. Depreciation expense	Annual depreciation expenses on property, plant & equipment. Found on the cash flow statement or the footnotes of the GAAP financial statements
23c. Interest expense	Enter Interest expense(s) for plant debt in bonds and notes payable
23d. Administrative	Expenses other than salaries and benefits for the offices of personnel listed as Administrators. Include all expenses for travel, entertainment, supplies, phone, stationery, printing, postage, rentals, and contracted services.
23e. General	Expenses not attributable to any specific administrative department. Please report expenditures for all insurances except vehicle(s) insurance, debts, miscellaneous taxes, professional fees, rent, governing board, assemblies, conferences, and commencement expenses.
23. Total Other expenses (23a + 23b + 23c + 23d)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 23a. Plant, 23b. Depreciation expense, 23c. Interest expense, 23d. Administrative, 23e. General for Basic and Supplemental Expenses Calculation: 23a. Plant + 23b. Depreciation expense + 23c. Interest expense + 23d. Administrative + 23e. General
24. Total Other Services and Expenses (22 + 23)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 22. Total Services, 23. Total Other Expenses Calculation: 22. Total Services + 23. Total Other Expenses
25. Total Operating Expenses (18 + 19 + 20 + 21 + 24)	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Operating Expenses (actual): 18. Grand Total Staff Salaries, 19. Employee Professional Development, 20. Benefits and Payroll Taxes, 21. Technology, 24. Total Other Services and Expenses Calculation: 18. Grand Total Staff Salaries + 19. Employee Professional Development + 20. Benefits and Payroll Taxes + 21. Technology + 24. Total Other Services and Expenses



2016-17 DASL Core Questions Definitions

Net Operating Surplus (Deficit)

Term	Description
Total Income Less Total Expenses (13 [Revenue] – 25 [Expenses])	Calculated Variable <ul style="list-style-type: none"> Value based on Revenues (Prior Year)/Basic and Supplemental INCOME) Revenues: 13. Total Operating Income and Operating Expenses (Prior Year), 25. Total Operating Expenses (Prior Year) Calculation: 13. Total Operating Income – 25. Total Operating Expenses
Does your school have accumulated debt (e.g. loans, bonds, and/or accumulated operating debt)?	This questions refers to accumulated surplus or debt, not the financial situation at the end of this reporting fiscal year 2014-15 . (E.g. loans, mortgages, bonds, or accumulated operating dept.)
Total amount of debt in dollars (do not report this figure as a negative amount)	Indicate your total debt in dollars.

Other Financial Variables

Term	Description
Total Debt service	Calculated Variable – adding Interest expense and Principal payments on debt. <ul style="list-style-type: none"> Value based on Operating Expenses (Prior Year)/Other Financial Variables AND Operating Expenses (actual): Basic and Supplemental Expenses) and Principal payments on debt, regularly schedule in the year just ended (Other Financial Variables), 23c. Interest expense (Operating Expenses (Prior Year) Calculation: 23c. Interest expense + Principal payments on debt – regularly schedule in the year just ended
Provision for plant replacement, renewal, and special maintenance (PPRRSM)	PPRRSM (Provision for Plant Replacement, Renewal and Special Management). The calculated average annual expenditure for such assets as vehicles, academic support systems (language lab, computer), office equipment, heating or plumbing systems, and roofs. Monies allocated as a separate fund within the unexpended plant fundraising. <ul style="list-style-type: none"> Include depreciation expenses.



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2016-17 DASL Core Questions Definitions

Financial Operations

Endowment (Prior Year)

Endowment

INSTRUCTIONS

- Please report the market value of endowment funds, as of the end of the 2015-16 fiscal year.
- Do not include pledges in total endowment.

Term	Description
Total Market Value	Please report the market value of TOTAL endowment funds, as of the end of the 2015-16 fiscal year.
Permanently Restricted Endowment	<p>Permanently Restricted endowment funds are resources with respect to which a donor has stipulated, as a condition of the gift, that the gift is to be maintained inviolate and in perpetuity. A permanently restricted endowment is to be invested for the purpose of producing present and future income that may, also by donor stipulation, be expended or reinvested with the original gift. The principal or corpus of the permanently restricted endowment must be maintained intact. Income that may be expended according to the donor's stipulation may be unrestricted or restricted as to the purpose for which it is expended, the time it may be expended, or both. Income that may not be expended but rather added to the principal or corpus in accordance with the donor's stipulation assumes, or takes on, the same restrictions as the original gift.</p> <ul style="list-style-type: none"> • A permanently restricted endowment can only be created by donor stipulation • Evidenced by a gift agreement or by bequest • Invested in the unitized fund
Temporarily Restricted Endowment	<p>Temporarily restricted endowment funds are similar to restricted endowments, except that, upon the passage of a stated period (or time) or the occurrence of a particular event, all or part of the donation may be expended. Temporarily restricted endowments are collectively referred to as 'donor restricted' transactions.</p> <ul style="list-style-type: none"> • Generally not as common as restricted and quasi (unrestricted) endowments. • Created by donor intent - evidenced by gift agreement or bequest - • Donor Restricted Funds - These are gifts received by donors that are specifically designated for areas of support that are identified by the donors and accepted by the Board of Trustees.
Unrestricted Endowment	<p>Funds functioning as endowments (often referred to as quasi-endowments) are used to report resources that the School, rather than the donor, has determined are to be retained and managed like an endowment. Principal and income of these funds may be utilized at the discretion of the School. These are resources that the School sets aside to function as an endowment may be unrestricted or temporarily restricted as to the purpose or time of expenditure.</p> <ul style="list-style-type: none"> • Established by the School, not by specific donor intent • Can be liquidated by the institution - in whole or in part • Receive distributions like true and term endowments • Invested in the fund with true and term endowments
TOTAL Endowment	<p>Calculated Variable –</p> <ul style="list-style-type: none"> • Value based on Endowment & Reserves (Prior Year)/Endowment: Permanently Restricted Endowment, Temporarily Restricted Endowment, Unrestricted Endowment, Other Endowment Funds • Calculation: Permanently Restricted Endowment + Temporarily Restricted Endowment + Unrestricted Endowment + Other Endowment Funds
What is the Endowment Spend Rate for Operating?	Please enter the percentage of endowment value that was transferred to the operating budget in 2015-16.



2016-17 DASL Core Questions Definitions

Reserves

INSTRUCTIONS

- Please report value of reserves as of the end of the 2015-16 fiscal year.

Term	Description
PPRRSM reserve – for capital projects	Accumulated balance of funds set assist and available for Plant Renewal Replacement, and Special Maintenance.



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2016-17 DASL Core Questions Definitions

Employee and Board Information

Gender Counts

Employee Count, by Role and Gender

INSTRUCTIONS

- Provide the number of full-time and part-time employees by role and gender for the 2016-2017 academic year.
- Employees who hold responsibilities in more than one category should be counted only once, according to the area of primary responsibility.
- Include only employees who are on the school's regular payroll. Do not include consultants, employees of contractors, or other personnel who work at the school but are not on the school's regular payroll.
- Enter "N/A" for categories in which you have no personnel.
- Enter "0" for categories that do not have male or female in the category, as appropriate.
- Do not leave any fields blank.

Term	Description
Males	Number of male individuals in each category. <ul style="list-style-type: none"> • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a male enter a '0' (zero).
Females	Number of female individuals in each category. <ul style="list-style-type: none"> • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a female enter a '0' (zero).
Total	Calculated Variable <ul style="list-style-type: none"> • Value for each of the following: 1. Teachers, 1. TOTAL – TEACHERS, 2a. Teacher Assistants, 2b. Teacher Aides, 2c. Learning Specialists, 2d. Media/Library Staff (include head librarian), 2e. ESL/ELL Instructors, 2f. Technology Instructional Support Staff, 2g. Coaches, 2h. Interns, 2i. Other Instructional Support, 2. INSTRUCTIONAL SUPPORT TOTAL, 3a. Dorm Supervisors, 3b. Extended Day Staff, 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, 4a. Administrators, 4b. Technology Staff, 4c. Other Administrative Professional Staff, 4. ADMINISTRATIVE STAFF TOTAL, 5a. Health Staff, 5b. Secretarial/Clerical Staff, 5c. Kitchen Staff, 5d. Plant/Maintenance Staff, 5e. Security Staff, 5f. Auxiliary Staff, 5g. Other Staff, 5. TOTAL OTHER STAFF, and 6. GRAND TOTAL. • Based on Employee and Board Information/Gender Counts: Male, Female • Calculation: Male + Female
1. TOTAL - TEACHERS	Calculated Variable – the total number of teachers (full- and part-time). Value copied from Teachers. This variable is repeated to keep historic data and variable IDs
2a. Teacher Assistants	Number of Teacher Assistants
2b. Teacher Aides	Personnel that assist with routine activities associated with teaching regarding students, but do not teach.
2c. Learning Specialist	Personnel that perform activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.
2d. Media/Library Staff	Personnel that provide library and media services to students and school staff. Include the head librarian.
2e. ESL/ELL Instructors	Instructors who teach English as a second language or English Language Learners.
2f. Technology Instructional Support Staff	Personnel who provide support for integration of technology into teaching curriculum.
2g. Coaches (<i>moved from teachers</i>)	A person who teaches and trains the members of a sport and makes decisions about how the team plays during games.
2h. Interns	Number of Interns
2i. Other Instructional Support	Number of Other Instructional Support



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Term	Description
2. INSTRUCTIONAL SUPPORT TOTAL	<p>Calculated Variable – the sum of teacher assistants, teacher aides, dorm supervisors, and other instructional support.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information/Gender Counts: 2a. Teacher Assistants, 2b. Teacher Aides, 2c. Learning Specialists, 2d. Media/Library Staff (include head librarian), 2e. ESL/ELL Instructors, 2f. Technology Instructional Support Staff, and 2g. Coaches, 2h. Interns, 2i. Other Instructional Support Calculation: 2a. Teacher Assistants + 2b. Teacher Aides + 2c. Learning Specialists + 2d. Media/Library Staff (include head librarian) + 2e. ESL/ELL Instructors+ 2f. Technology Instructional Support Staff + 2g. Coaches + 2h. Interns + 2i. Other Instructional Support
3a. Dorm Supervisors	Number of Dormitory Supervisors
3b. Extended Day Staff	Number of Day Care providers
3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL	<p>Calculated Variable – the sum of teacher assistants, teacher aides, dorm supervisors, other instructional support, remedial specialists, day care providers, and interns.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information/Gender Counts: 2. INSTRUCTIONAL SUPPORT TOTAL, 3a. Dorm Supervisors, 3b. Extended Day Staff Calculation: .2. INSTRUCTIONAL SUPPORT TOTAL + 3a. Dorm Supervisors + 3b. Extended Day Staff
4a. Administrators	<p>Number of Higher level administrators</p> <ul style="list-style-type: none"> Personnel who perform professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes: personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development. (e.g. President of School, Head of School, Associate Head, Assistant Head, Upper School Head, Middle School Head, Lower School Head, Highest Paid Academic Department Head, Director of Studies, Dean of Students, College Counselor, Psychologist, Athletic Director, Chief Business Manager, Director of Advancement, Director of Development, Director of Public Relations/Communications, Director of Admissions, Director of Financial Aid, Director of Alumni/ae Affairs, Director of Physical Plant, Director of Technology/IT, Director of Technology/Curriculum, Director of Diversity, Director of Global Education, Director of International Studies and Head's Administrative Assistant.)
4b. Technology Staff	Number of Technology Staff
4c. Other Administrative Staff	Number of Other Administrative Staff
4. ADMINISTRATIVE STAFF TOTAL	<p>Calculated Variable – the sum of all Administrators and Other Administrative Staff</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information/Gender Counts: 4a. Administrators, 4b. Technology Staff, 4c. Other Administrative Professional Staff Calculation: 4a. Administrators + 4b. Technology Staff + 4c. Other Administrative Professional Staff
5a. Health Staff	Number of Health Staff
5b. Secretarial/Clerical Staff	Number of Secretarial and Clerical Staff
5c. Kitchen Staff	Number of Kitchen Staff
5d. Plant/Maintenance Staff	Number of Plant/Maintenance Staff
5g. Security Staff	Number of Security Staff
5h. Auxiliary Staff	Number of Auxiliary Staff
5i. Other Staff	Number of Other Staff. (Staff not included in any of the categories above)



2016-17 DASL Core Questions Definitions

Term	Description
5. TOTAL OTHER STAFF	<p>Calculated Variable – the total number of health, secretarial/clerical, kitchen, plant/maintenance, media/library, security, auxiliary, and other staff.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee Board Information/ Gender Counts: 5a. Health Staff, 5b. Secretarial/Clerical Staff, 5c. Kitchen Staff, 5d. Plant/Maintenance Staff, 5e. Security Staff, 5g. Other Staff, 5f. Auxiliary Staff Calculation: 5a. Health Staff + 5b. Secretarial/Clerical Staff + 5c. Kitchen Staff + 5d. Plant/Maintenance Staff + 5e. Security Staff + 5g. Other Staff + 5f. Auxiliary Staff
6. GRAND TOTAL	<p>Calculated Variable – the total number of all school staff.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information/ Gender Counts: 1. TOTAL – TEACHERS 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, 4. ADMINISTRATIVE STAFF TOTAL, 5. TOTAL OTHER STAFF Calculation: 1. TOTAL – TEACHERS + 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, + 4. ADMINISTRATIVE STAFF TOTAL + 5. TOTAL OTHER STAFF

Trustee Counts

INSTRUCTIONS

- Enter the number of male and female trustees on your board.
- If there are no male or female trustees enter '0' as appropriate.
- Do not leave blank.

Term	Definition
Trustee Counts	Number of current members of the school's board of trustees.
Male	Male individuals.
Female	Female individuals.
Total	<p>Calculated Variable – total number of all individuals (Males + Females) by gender.</p> <ul style="list-style-type: none"> Value based on Employee and Board Information/ Gender Counts/ Trustee Counts: Male, Female Calculation: Male + Female



2016-17 DASL Core Questions Definitions

Employee and Board Information

Total FTE's

Total Full-time Equivalencies

INSTRUCTIONS

- Enter information on full-time equivalencies for school employees in major categories of activity at the school.
- Allocate personnel according to the fraction (in decimal form) of full-time spent in teaching, instructional support, administrative, and all other duties.
- In your calculations, include the time spent by teacher aides, interns, dormitory supervisors, and other staff (secretarial/clerical, media, technology, etc.) in the performance of teaching, instructional support, administrative, or other duties. Report totals for each category to the nearest one-tenth (0.1).
- **Calculating Total Full-Time Equivalencies:**
 - One full-time equivalent (1.0) is equal to the amount of time a person would normally spend working full-time at one job. A person who teaches full-time adds 1.0 to Teacher Duties; a person who is a full-time administrator adds 1.0 to Administrators. A full-time person who splits his/her time evenly between administrative and teaching duties would add 0.5 to each category. The time of part-time personnel or persons who have duties in more than one category should be apportioned. For example, a part-time counselor who works two full days a week adds 0.4 to Instructional Support Duties (two days per week is 2/5, or 0.4 of full time).
 - Example: A school has 35 full-time teachers, 3 full-time instructional support staff, 5 full-time administrators, and 8 full-time secretaries. The school has 3 half-time teachers and 2 persons who are half-time teachers and half-time administrators. In calculating the full-time equivalencies, secretaries are included in the Other Duties section if they do not have teaching, instructional support, or administrative duties.
- **The school's full-time equivalencies are:**
 - Teacher Duties: $(35 \times 1.0) + (3 \times 0.5) + (2 \times 0.5) = 37.5$
 - Instructional Support Duties: $(3 \times 1.0) = 3.0$
 - Administrators: $(5 \times 1.0) + (2 \times 0.5) = 6.0$
 - Other Duties: $(8 \times 1.0) = 8.0$

Term	Description
Total Full-time Equivalencies	Allocate personnel according to the fraction (in decimal form) of full-time spent in teaching, instructional support, administrative, and all other duties. <ul style="list-style-type: none"> • See above INSTRUCTIONS for further explanation
Teacher Duties	All faculty. People in this category should be primarily involved in the school's curriculum.
Instructional Support Duties	School professionals including teacher assistants, teacher aides, learning specialists, media/library staff, ESL/ELL Instructors, Technology Instructional Support Staff, Coaches, Interns and Other Instructional Support.
Administrative Duties	High Level Administrators, the supervisory staff of the various administrative departments, and non-instructional support technology staff. <ul style="list-style-type: none"> • Personnel who perform professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes: personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development. (e.g. President of School, Head of School, Associate Head, Assistant Head, Upper School Head, Middle School Head, Lower School Head, Highest Paid Academic Department Head, Director of Studies, Dean of Students, College Counselor, Psychologist, Athletic Director, Chief Business Manager, Director of Advancement, Director of Development, Director of Public Relations/Communications, Director of Admissions, Director of Financial Aid, Director of Alumni/ae Affairs, Director of Physical Plant, Director of Technology/IT, Director of Technology/Curriculum, Director of Diversity, Director of Global Education, Director of International Studies and Head's Administrative Assistant.)
Other Staff	Include health staff, Secretarial/Clerical staff, kitchen staff, plant/maintenance staff, security staff, auxiliary staff, and other staff.
Other Duties	All personnel on the school's regular payroll who are not part of any of the specific categories indicated previously.



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Total Full-time Equivalencies by Department	
Term	Description
Total Full-time Equivalencies	<p>Enter the total number of Full-Time equivalent employees work in these business areas. Be sure to include directors in your count when applicable.</p> <ul style="list-style-type: none"> Enter the number in to the nearest tenth. If your school does not have a business area or line item please enter "N/A". Do not leave field blank.
Admission Duties	<p>Admission duties include all duties related to the recruitment and enrollment of mission-appropriate students.</p> <ul style="list-style-type: none"> If Financial Aid duties are handled within your admissions department, or any other department, please calculate and enter FTE for Financial Aid in the Financial Aid category below. Do not include Financial Aid duties in the admission duties FTE.
Business Office Duties	<p>Business office duties include Human Resources, Billing, Contracts and all other similar duties within the school.</p> <ul style="list-style-type: none"> If Financial Aid duties are handled within your business office, or any other department, please calculate and enter FTE for Financial Aid in the Financial Aid category below. Do not include Financial Aid duties in the admission duties FTE.
Instructional Leadership	<p>Instructional leadership duties include work of division heads, department's chairs, etc.</p>
International Student Support Duties	<p>International Students Dept. is the team that works to recruit and support international students enrolled: i.e. residential life/homestay; admissions/enrollment; dean of international students; college counseling for international students; etc.</p>
Global Education Duties	<p>The Global Education Dept. is the team that work on global initiatives</p> <ul style="list-style-type: none"> I.e. study abroad, international trips, global issues, global competence, global curriculum, service learning, etc.



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Employee and Board Information

Class Size/Teaching Load by Division

Average Class Size

INSTRUCTIONS

- Please report the average class size and teaching load for each set of grade levels for the 2016-2017 academic year.

Term	Description
Average Class Size	Based on the total number of students in each grade range (Preschool, K-5, 6-8, 9-12), please report the average number of students that sit in a typical classroom. For Grades 6-8 and 9-12, please calculate the average class size by dividing the total number of students by ALL classroom sections offered at the school for those grade ranges.
Teaching Load	Report the average number of students that a teacher teaches during a day for each of the four following grade ranges: <ul style="list-style-type: none"> Preschool, Grades K-5, Grade 6-8, and Grade 9-12 For schools/grades organized in self-contained classrooms (e.g. Preschool, Kindergarten and grades in elementary schools), report teacher load as the total number of students divided by the total number of teachers. For instance, a teacher with 30 children in Kindergarten who is helped by one teacher assistant will have a teacher load of 15 ($30/2 = 15$). In this case, teacher load and student/teacher ratio may be the same. For middle and high school grades, teachers normally have different subjects per grade and tend to teach to more than one class. To calculate teacher load, add the total number of students per class and divide it by the total number of teachers instructing these students on a daily basis. For instance, a school can have two English teachers teaching this subject to all 6th graders, 7th graders and 8th graders. Assuming that there are in total 46 students in 6th grade, 48 students in 7th grade, and 48 students in 8th grade, the teaching load for these two English teachers will be 71 or $(46 + 48 + 48)/2$. Use the same method to calculate teacher load by each of the four grade ranges.
Preschool	Students enrolled in Preschool and attend school for a half day.
Grades K-5	Students enrolled in Kindergarten through fifth grade and attend school five days during the week.
Grades 6-8	Students enrolled in sixth through eighth grade and attend school five days during the week.
Grades 9-12	Students enrolled in ninth through twelfth grade and attend school five days during the week.



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Employee and Board Information

Faculty Race/Ethnicity

Teacher Race/Ethnicity

INSTRUCTIONS

- Report the number of full- and part-time teachers in each category according to gender. The overall total should match the total number of teachers reported in Personnel Count, All Groups under Total - Teachers.
- Enter '0' for each category in which you have no teachers.
- Do not leave the field blank.

Term	Description
Males	<p>Number of male individuals in each category.</p> <ul style="list-style-type: none"> • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a male enter a '0' (zero).
Females	<p>Number of female individuals in each category.</p> <ul style="list-style-type: none"> • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a female enter a '0' (zero).
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> • Value for each of the following: African American, Latino/Hispanic American, Asian American, Native American, Multiracial American, Pacific Islander American, Middle Eastern American, Total Teacher of Color, Caucasian, Non-Hispanic, International, Unsure/Not Reported, TOTAL • Based on Employee and Board Information/ Faculty Race/Ethnicity: Males, Females • Calculation: Male + Female
African American	<p>People of African and/or Caribbean ancestry. Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States. People of Egyptian ancestry should be included under the Middle Eastern American category. People of Cuban, Dominican, and Puerto Rican ancestry should be included under the Latino/Hispanic American category.</p>
Latino/Hispanic American	<p>People whose ancestry is from one or more of the following countries: Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, French Guiana, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Suriname, Uruguay, and Venezuela.</p> <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States. Exclude people of Spanish ancestry.
Asian American	<p>People whose ancestry is from one or more of the following Asian or South Asian countries: Azerbaijan, Bangladesh, Bhutan, Brunei, Burma (or Myanmar), Cambodia, China, Hong Kong, India, Indonesia, Japan, Kazakhstan, North Korea, South Korea, Kyrgyzstan, Laos, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Tajikistan, Thailand, Turkmenistan, Uzbekistan, and Vietnam.</p> <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.
Native American	<p>People of American Indian, Eskimo, or Aleut ancestry.</p>
Middle Eastern American	<p>People whose ancestry is from one of the following countries: Afghanistan, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen.</p> <ul style="list-style-type: none"> • Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.



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Term	Description
Total Teachers of Color	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information/ Faculty Race/Ethnicity: African American, Native American, Multiracial American, Latino/Hispanic American, Asian American, Middle Eastern American and Pacific Islander American Calculation: African American + Native American + Multiracial American + Latino/Hispanic American + Asian American + Middle Eastern American + Pacific Islander American
Multiracial American	People who identify with more than one ethnic/race heritage, and are U.S. citizens or permanent residents of the United States.
Pacific Islander American	People whose ancestry is from one or more of the following areas: Hawaii, Australia, New Zealand, New Guinea.
Caucasian, Non-Hispanic	<p>People whose ancestry is from one or more of the following European, Western, Eastern, or Mediterranean countries: Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia and Montenegro, Slovakia (Slovak Republic), Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, and Vatican City.</p> <ul style="list-style-type: none"> Exclude all foreign nationals who do not hold an American citizenship or are not permanent residents of the United States.
International	People who are NOT U.S. citizens.
Unsure/Not Reported	<p>Use this category if you do not know the racial identity of the individual.</p> <ul style="list-style-type: none"> Please note: Individuals reported in this category will not be counted in any of the groups listed above but will be counted in total enrollment.
Total	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, Total Based on Employee and Board Information: Faculty Race/Ethnicity: International, Unsure/Not Reported, Caucasian, Non-Hispanic, Total Teachers of Color Calculation: International + Unsure/Not Reported + Caucasian + Non-Hispanic + Total Teachers of Color

International Teachers

INSTRUCTIONS

- Please enter the country your international teachers are from.*
- If you are listing more than one country, include a comma in-between each.*



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Employee and Board Information

Employee of Color – Counts

Employees of Color

INSTRUCTIONS

- Please report the number of full- and part-time employees of color by category and by gender. Employees of color only include US Citizens of color.
- Employees of color: Employees who are U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.
- Include any employees who are international citizens only in the International column.
- If the category does not exist at your school please select "N/A" to mark the cells as not applicable.
- If the category does exist at your school but is not filled by a person of color or International individual mark cells '0 (zero) as appropriate.

Term	Description
International	<p>Please report the number of International employees in every row.</p> <ul style="list-style-type: none"> • If the category does not exist at your school please mark this column N/A. • If the category does exist at your school and is not filled by an international individual enter a '0' (zero).
Males	<p>Please report the number of Male employees of color in every row. Employees of Color are defined as employees who are U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.</p> <ul style="list-style-type: none"> • Do not include European American (Caucasian), International, or staff who would be classified as Unsure/Not Reported. • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a male of color then enter a '0' (zero).
Females	<p>Please report the number of Female employees of color in every row. Employees of Color are defined as employees who are U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.</p> <ul style="list-style-type: none"> • Do not include European American (Caucasian), International, or staff who would be classified as Unsure/Not Reported. • If the category does not exist at your school please mark this column 'N/A.' • If the category does exist at your school and is not filled by a female of color then enter a '0' (zero).
Total	<p>Calculated Variable – total number of all individuals (Males + Females) by Gender.</p> <ul style="list-style-type: none"> • Value for each of the following: 1. Teachers, 1. TOTAL – TEACHERS, 2a. Teacher Assistants, 2b. Teacher Aides, 2c. Learning Specialists, 2d. Media/Library Staff (include head librarian), 3e. ESL/ELL Instructors, 2f. Technology Instructional Support Staff, 2g. Coaches, 2h. Interns, 2i. Other Instructional Support, 2. INSTRUCTIONAL SUPPORT TOTAL, 3a. Dorm Supervisors, 3b. Extended Day Staff, 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, 4a. Administrators, 4b. Technology Staff, 4c. Other Administrative Professional Staff, 4. ADMINISTRATIVE STAFF TOTAL, 5a. Health Staff, 5b. Secretarial/Clerical Staff, 5c. Kitchen Staff, 5d. Plant/Maintenance Staff, 5e. Security Staff, 5f. Auxiliary Staff, 5g. Other Staff, 5. TOTAL OTHER STAFF, 6. GRAND TOTAL • Based on Employee of Color – Counts/Employees of Color: Male, Female, Total • Calculation: Male + Female
1. TOTAL - TEACHERS	<p>Calculated Variable – the total number of teachers (full- and part-time). Value copied from Teachers. This variable is repeated to keep the historic data and variable IDs</p>
2a. Teacher Assistants	Number of Teacher Assistants



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Term	Description
2b. Teacher Aides	Personnel that assist with routine activities associated with teaching regarding students, but do not teach.
2c. Learning Specialist	Salaries paid to personnel that perform activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.
2d. Media/Library Staff	Personnel that provide library and media services to students and school staff. Include the head librarian.
2e. ESL/ELL Instructors	Instructors who teach English as a second language or English Language Learners.
2f. Technology Instructional Support Staff	Personnel who provide support for integration of technology into teaching curriculum.
2g. Coaches (<i>moved from teachers</i>)	A person who teaches and trains the members of a sport and makes decisions about how the team plays during games.
2h. Interns	Number of Interns
2i. Other Instructional Support	Number of Other Instructional Support
2. INSTRUCTIONAL SUPPORT TOTAL (2a + 2b + 2c + 2d + 2e + 2f + 2g + 2h + 2i)	<p>Calculated Variable – the sum of teacher assistants, teacher aides, dorm supervisors, and other instructional support.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, International, and Total Based on Employee of Color – Counts/Employees of Color: 2a. Teacher Assistants, 2b. Teacher Aides, 2c. Learning Specialists, 2d. Media/Library Staff (include head librarian), 2e. ESL/ELL Instructors, 2f. Technology Instructional Support Staff, 2g. Coaches, 2h. Interns, 2i. Other Instructional Support Calculation: 2a. Teacher Assistants + 2b. Teacher Aides + 2c. Learning Specialists + 2d. Media/Library Staff + 2e. ESL/ELL Instructors + 2f. Technology Instructional Support Staff + 2g. Coaches + 2h. Interns + 2i. Other Instructional Support
3a. Dorm Supervisors	Number of Dormitory Supervisors
3b. Extended Day Staff	Number of Day Care providers
3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL (3a + 3b + 2)	<p>Calculated Variable – the sum of teacher assistants, teacher aides, dorm supervisors, other instructional support, remedial specialists, day care providers, and interns.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, International, and Total Based on Employee of Color – Counts/Employees of Color: 3a. Dorm Supervisors, 3b. Extended Day Staff, 2. INSTRUCTIONAL SUPPORT TOTAL Calculation: 3a. Dorm Supervisors + 3b. Extended Day Staff + 2. INSTRUCTIONAL SUPPORT TOTAL
4a. Administrators	<p>Number of Higher level administrators</p> <ul style="list-style-type: none"> Personnel who perform professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes: personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development. (e.g. President of School, Head of School, Associate Head, Assistant Head, Upper School Head, Middle School Head, Lower School Head, Highest Paid Academic Department Head, Director of Studies, Dean of Students, College Counselor, Psychologist, Athletic Director, Chief Business Manager, Director of Advancement, Director of Development, Director of Public Relations/Communications, Director of Admissions, Director of Financial Aid, Director of Alumni/ae Affairs, Director of Physical Plant, Director of Technology/IT, Director of Technology/Curriculum, Director of Diversity, Director of Global Education, Director of International Studies and Head's Administrative Assistant.)
4b. Technology Staff	Number of Technology Staff
4c. Other Administrative Staff	Number of Other Administrative Staff
4. ADMINISTRATIVE STAFF TOTAL (4a + 4b + 4c)	<p>Calculated Variable – total Administrators and Other Administrative Staff.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, International, Total Based on Employee of Color – Counts/Employees of Color: 4a. Administrators, 4b. Technology Staff, 4c. Other Administrative Professional Staff Calculation: 4a. Administrators + 4b. Technology Staff + 4c. Other Administrative Professional Staff
5a. Health Staff	Number of Health Staff



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Term	Description
5b. Secretarial/Clerical Staff	Number of Secretarial and Clerical Staff
5c. Kitchen Staff	Number of Kitchen Staff
5d. Plant/Maintenance Staff	Number of Plant/Maintenance Staff
5g. Security Staff	Number of Security Staff
5h. Auxiliary Staff	Number of Auxiliary Staff
5i. Other Staff	Number of Other Staff. (Staff not included in any of the categories above)
5. TOTAL OTHER STAFF (5a + 5b + 5c + 5d + 5e + 5f + 5g)	<p>Calculated Variable – the total number of health, secretarial/clerical, kitchen, plant/maintenance, media/library, technology, security, auxiliary, and other staff.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, International, Total Based on Employee of Color – Counts/Employees of Color: 5a. Health Staff, 5b. Secretarial/Clerical Staff, 5c. Kitchen Staff, 5d. Plant/Maintenance Staff, 5e. Security Staff, 5g. Other Staff, 5f. Auxiliary Staff Calculation: 5a. Health Staff + 5b. Secretarial/Clerical Staff + 5c. Kitchen Staff + 5d. Plant/Maintenance Staff + 5e. Security Staff + 5f. Auxiliary Staff + 5g. Other Staff
6. GRAND TOTAL (1 + 3 + 4 + 5)	<p>Calculated Variable – the total number of all school staff.</p> <ul style="list-style-type: none"> Value for each of the following: Male, Female, International, Total Based on Employee of Color – Counts/Employees of Color: 1. TOTAL – TEACHERS, 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, 4. ADMINISTRATIVE STAFF TOTAL, 5. TOTAL OTHER STAFF Calculation: 1. TOTAL – TEACHERS + 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL + 4. ADMINISTRATIVE STAFF TOTAL + 5. TOTAL OTHER STAFF

Trustees of Color

INSTRUCTIONS

- Please report information based on the 2016-2017 academic year.
- In the Male/Female columns do not include European American (Caucasian), International, or staff who would be classified as Unsure/Not Reported.
- Please report only the number of Trustees of color. Trustees who are U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.
- If your school has no Trustees of color or no International Trustees mark the cells '0' (zero) as appropriate.
- Do not leave the field blank.

Term	Description
Males	Number of male individuals in each category. <ul style="list-style-type: none"> If the category does not exist at your school please mark this column 'N/A.' If the category does exist at your school and is not filled by a male enter a '0' (zero).
Females	Number of Female individuals in each category. <ul style="list-style-type: none"> If the category does not exist at your school please mark this column 'N/A.' If the category does exist at your school and is not filled by a female enter a '0' (zero).
International	Total international trustees
Total	<p>Calculated Variable – total number of all individuals (Males + Females) by Gender.</p> <ul style="list-style-type: none"> Value for the following: Trustees Value based on Employee of Color – Counts/Trustees of Color: Male, Female Calculation: Male + Female
Trustees	Number of current members of the school's Board of Trustees.



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2016-17 DASL Core Questions Definitions

Employee Benefits and Salary

School Contributions to Core Benefits

School Contributions to Core Benefits (retirement/pension, group life)

INSTRUCTIONS

- Enter information on retirement/pension plan and group life insurance policy for all school employees, including administrators, faculty, and other staff during the 2016-17 school year.
- Retirement/Pension Plan, Group Life Insurance Policy (Select) - Indicate whether or not your school provides retirement/pension plan and/or group life insurance policy by selecting Yes or No.
- Retirement/Pension Plan, Group Life Insurance Policy (Percent of Annual Salary) - Indicate the amount (as a percentage of the annual salary) that your school contributes toward retirement/pension plan and/or group life insurance policy.
- If your school provides a different percentage to staff members based upon the number of years of service, please determine the average number that all staff receive and report that number. For example, if your school provides 30% for staff with 0-2 years, 40% for staff with 3-5 years, and 50% for staffer with more than 5 years, then compute the average as $(30\% + 40\% + 50\%) / 3 = 40\%$.
- If you have no contribution to report, select 'NO' and leave the field blank.

Term	Description
Select	Please indicate whether or not your school provides a retirement/pension plan and/or a group life insurance policy.
Percent of Annual Salary	Enter the maximum school contribution as a percentage of annual salary toward retirement for employee ranges.
Retirement/Pension Plan	Retirement plan that holds investments of the school's staff for the purpose of providing retirement benefits when the employee retires or leaves the company.
Group Life Insurance Policy	Life insurance on a group of people issued to the school for the benefit of its staff under a master policy.

Group Life Insurance Policy

Term	Description
Other Restrictions	I.e. having to be employed one year or only until age 70

School Contributions to Core Benefits (health insurance)

INSTRUCTIONS

- Report information on selected fringe benefits (health care for employees and dependents) for all school employees, including administrators, faculty, and other staff during the 2016-17 school year.
- If your school provides a different premium percentage to employees based upon the number of years of service, please determine the average number that all staff receive and report that number. For example, if your school provides 30% for staff with 0-2 years, 40% for staff with 3-5 years, and 50% for staffer with more than 5 years, then compute the average as $(30\% + 40\% + 50\%) / 3 = 40\%$.
- If you have no contribution to report, select 'NO' and leave the field blank.

Term	Description
Select	Please indicate whether or not your school provides health care for employees and/or health care for dependents.
Percent of Premium	Please indicate the percentage of premium that your school contributes toward health care for employees and/or health care for dependents.
Health Care for Employees	Health care plan (medical, dental, etc.) provided by an insurer that is issued to the school for the benefit of its employees.
Health Care for Dependents	Health care plan (medical, dental, etc.) provided by an insurer that is issued to the school for the benefit of its employees in which they can elect to have their dependents added to the plan.
Cafeteria Plan	Benefit plan that allows employees to select among the various group life, medical expense, disability, dental, and other plans that best meet their specific needs.
Disability Insurance	Insurance that can replace part of the employee's income if illness or injury leaves him or her unable to work for an extended period.



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2016-17 DASL Core Questions Definitions

School Contributions to Core Benefits (miscellaneous)

INSTRUCTIONS

- Report information on selected other benefits for all school employees, including administrators, faculty, and other staff during the 2016-17 school year.

Term	Description
Select	Please indicate whether or not your school provides the benefit plan or additional service.
Comments	If necessary, please provide additional details (optional). This field is limited to 250 characters including spaces.
Child Care	Service involving care for children of faculty and staff.
Professional Development	Opportunities for professional education to develop new knowledge and skills through courses, programs, conference attendance, sabbatical leave, intra- and inter-institutional visitations, fellowships, among others.



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2016-17 DASL Core Questions Definitions

Employee Benefits and Salary

Tuition Remission

Tuition Remission Information

Term	Description
Did your school provide tuition remission in the current school year?	Please indicate whether or not your school provided a tuition discount given by school policy for children of employees in the 2016-17 school year.
How many children of employees received a combined award of tuition remission and need-based aid?	If your school has a policy providing for combined awards of both tuition remission and need-based financial aid, please report the number of children of employees receiving combined awards.



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2016-17 DASL Core Questions Definitions

Tuition Remission

INSTRUCTIONS

- Enter the number of students receiving tuition remission for the 2016-2017 school year and the total amount given.
- **NOTE:** This applies to children of employees only. If your school has a policy providing for tuition remission in full or in part (defined as tuition discount given by school policy) for children of employees, please fill out this section.
- Report full aid awards separately from partial awards.
- Full aid covers the full cost of tuition and mandatory fees (including room and board for boarding students).
- Partial aid does not cover the full cost of tuition and fees (including room and board for boarding students).
- Do not include incidental expenses towards this categorization.
- If you have a reciprocal tuition remission agreement with another school, report students aided under this arrangement as children of employees.

Term	Description
No. of Students Partial	Aid given to students that does not cover the full cost of tuition and fees that a student is required to pay the school on an annual basis.
No. of Students - Full	Aid given to students that covers the full cost of tuition and fees that a student is required to pay the school on an annual basis.
Total Number of Students	<p>Calculated Variable – total number of students that receive both partial and full financial aid (No. of Students – Partial + No. of Students – Full).</p> <ul style="list-style-type: none"> • Value for each of the following: Students of Color, International Students, All Other Students, Total All Students • Value based on Employee Benefits and Salary/Tuition Remission: No. of Students Full, No. of Students Partial • Calculation: No. of Students Full + No. of Students Partial
\$ Amount Awarded – Partial	Dollar amount of partial tuition remission given to students in this category.
\$ Amount Awarded – Full	Dollar amount of full tuition remission given to students in this category.
Total \$ Amount Awarded	<p>Calculated Variable – total dollar amount of partial and full tuition remission given to students in this category (\$ Amount Awarded – Partial + \$ Amount Awarded – Full).</p> <ul style="list-style-type: none"> • Value for each of the following: Students of Color, International Students, All Other Students, Total All Students • Value based on Employee Benefits and Salary/Tuition Remission: \$ Amount Awarded-Partial, \$ Amount Awarded-Full • Calculation: \$ Amount Awarded-Partial, \$ Amount Awarded-Full
Students of Color	Individuals who are permanent residents or U.S. citizens and who belong to one of the following racial/ethnic groups: African American, Latino/Hispanic American, Asian American, Native American, Pacific Islander American, Middle Eastern American, and Multiracial American.
International Students	People who are NOT U.S. citizens or are not permanent U.S. residents.
All Other Students	Students who are not “students of color” or “international students.”
Total All Students	<p>Calculated Variable</p> <ul style="list-style-type: none"> • Value for each of the following: No. of Students – Partial, No. of Students – Full, Total Number of Students, \$ Amount Awarded – Partial, \$ Amount Awarded – Full, Total \$ Amount Awarded • Based on Employee Benefits and Salary/Tuition Remission: Students of Color, International Students, All Other Students • Calculation: Students of Color + International Students + All Other Students



2016-17 DASL Core Questions Definitions

Tuition Remission Benefits

INSTRUCTIONS

- Indicate whether or not your school provides tuition remission benefits during the 2016-17 school year for each group.

Term	Description
Select	Please indicate whether or not your school provides tuition remission benefits.
Amount as Percentage of Tuition	<p>Indicate the amount (as percent of tuition) that your school provides as tuition remission per each of the following groups: all administrators, all faculty, all clerical staff, all support staff, and other staff. Include only amounts of tuition foregone under your current policy.</p> <ul style="list-style-type: none"> If your school provides a different percentage to staff members based upon the number of years of service, please determine the average number that all staff receive and report that number. For example, if your school provides 30% for staff with 0-2 years, 40% for staff with 3-5 years, and 50% for staffer with more than 5 years, then compute the average as $(30\% + 40\% + 50\%) / 3 = 40\%$.
All Administrators	President (of the school, not board of trustees), school head, assistant/associate heads, division heads, directors of departments whose primary role is administrative (director of business, finance, development, admissions, alumni/ae affairs, technology, etc.), and the supervisory staff of the various administrative departments.
All Faculty	All faculty (do not count coaches if they are not primarily teaching). People in this category should be primarily involved in the school's curriculum.
All Clerical Staff	Staff that have clerical duties across all school departments. For example: secretaries, administrative assistants, etc.
All Support Staff	Staff that provide support duties across all school departments. For example: teacher aides, teacher assistants, librarians, day care providers, other instructional support, etc. Include coaches here if they are primarily coaches.
Other Staff	<p>All personnel on the school's regular payroll who are not part of any of the specific categories indicated previously.</p> <ul style="list-style-type: none"> Examples include bus drivers, housekeeping, and staff working in other departments who are not in the administrative, maintenance, or clerical levels. Do not count consultants, employees of contractors, or others who are not on the school's regular payroll.

Tuition Remission Benefits (comments)

INSTRUCTIONS

- Please note any additional comments related to your tuition remission benefits plan.

Term	Description
Please add additional information about your Tuition Remission Benefits plan	If necessary, please add additional comments about your Tuition Remission benefits plan.



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2016-17 DASL Core Questions Definitions

Employee Benefits and Salary

Full-time Employee Salaries

Full-time Employee Base Salaries

INSTRUCTIONS

- Please enter data on full-time employee salaries at schools for the 2016-17 school year.
- **Include for salary reporting and calculation in this section:**
 - Personnel who are compensated for full-time duties in their positions at the school or individuals whose primary responsibility is in that specific area.
- **Exclude from salary reporting and calculation in this section:**
 - Part-time employees.
 - Compensation for summer school employment.
 - Any stipends paid that are not equivalent to full-time salaries at your school.
- **NOTE:** Not all schools will have all the positions listed below. In cases where one person fills more than one position, please report his/her data only once, in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If you have no employees in a designated category, select "N/A". Do not enter zeros in the salary fields unless it is an unpaid position.
- Do not leave the field blank.

Term	Description
No. of Employees	Report the number of full-time employees in each staff category (not full-time equivalents) <ul style="list-style-type: none"> • Enter the sum of the Number of Teachers entered in Teaching Experience; Salaries of Full-Time Teachers. ONLY enter the total number of Administrators marked as full-time from ALL of the Administrator Salaries Sections.
Lowest Salary	Base Salary of full-time lowest paid individual in this position. <ul style="list-style-type: none"> • Enter zeros in the salary fields only if it is an unpaid position.
Highest Salary	Base Salary of full-time highest paid individual in this position. If the base salary is the same for the lowest and highest paid person in this position enter the salary in both the Lowest and Highest Salary fields.
1a. Teacher	Salaries paid to Full- and Part-time personnel who provide instruction, learning experiences, and care to students during a particular time period or in a given discipline, provided that 51% or more of their time is dedicated to teaching.
1. TEACHERS	Calculated Variable – total salaries paid to all full time teachers. Value copied from Teachers. This variable is repeated to keep the historic data and variable IDs
2a. Teacher Assistants	Salaries paid to personnel that perform the day-to-day activities of teaching students while under the supervision of a teacher. This includes individuals who may or may not be certified.
2b. Teacher Aides	Salaries paid to personnel that assist with routine activities associated with teaching regarding students, but do not teach.
2c. Learning Specialists	Salaries paid to personnel that perform activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.
2d. Media/Library Staff	Salaries paid to personnel that provide library and media services to students and school staff. Include the head librarian.
2e. ESL/ELL Instructors	Salaries paid to instructors who teach English as a second language or English Language Learners.
2f. Technology Instructional Support Staff	Salaries paid to personnel who provide support for integration of technology into teaching curriculum.
2g. Coaches (<i>moved from teachers</i>)	Salaries paid to a person who teaches and trains the members of a sport and makes decisions about how the team plays during games.
2h. Interns	Salaries paid to Interns.
2i. Other Instructional Support	Salaries paid to Other Instructional Support. This includes salaries paid to any instructional support employees that are not included in the above categories.



2016-17 DASL Core Questions Definitions

Term	Description
2. INSTRUCTIONAL SUPPORT TOTAL (2a + 2b + 2c + 2d + 2e + 2f + 2g + 2h + 2i)	<p>Calculated Variable – the sum of salaries paid to teacher assistants, teacher aides, dorm supervisors, and other instructional support.</p> <ul style="list-style-type: none"> Value for each of the following: No. of Employees, Lowest Base Salary, and Highest Base Salary Value based on Full-time Employee Salaries/Full-time Employee Base Salaries: 2a. Teacher Assistants, 2b. Teacher Aides, 2c. Learning Specialists, 2d. Media/Library Staff (include head librarian), 2e. ESL/ELL Instructors, 2f. Technology Instructional Support Staff, 2g. Coaches, 2h. Interns, 2i. Other Instructional Support Calculation: 2a. Teacher Assistants + 2b. Teacher Aides + 2c. Learning Specialists + 2d. Media/Library Staff + 2e. ESL/ELL Instructors + 2f. Technology Instructional Support Staff + 2g. Coaches + 2h. Interns + 2i. Other Instructional Support
3a. Dorm Supervisors	Salaries paid to personnel who supervise a dormitory or building in which students reside.
3b. Day care providers	Salaries paid to personnel who provide professional day-care services and assists in implementing child care activities, including custodial functions.
3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL (3a + 3b + 2)	<p>Calculated Variable – the sum of salaries paid to teacher assistants, teacher aides, dorm supervisors, other instructional support, remedial specialists, day care providers, and interns.</p> <ul style="list-style-type: none"> Value for each of the following: No. of Employees, Lowest Base Salary, Highest Base Salary Value based on Full-time Employee Salaries/Full-time Employee Base Salaries: 3a. Dorm Supervisors, 3b. Extended Day Staff, 2. INSTRUCTIONAL SUPPORT TOTAL Calculation: 3a. Dorm Supervisors + 3b. Extended Day Staff + 2. INSTRUCTIONAL SUPPORT TOTAL
4a. Administrators	<p>Salaries paid to higher level administrators.</p> <ul style="list-style-type: none"> Salaries paid to personnel who perform professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes: personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development. (E.g. President of School, Head of School, Associate Head, Assistant Head, Upper School Head, Middle School Head, Lower School Head, Highest Paid Academic Department Head, Director of Studies, Dean of Students, College Counselor, Psychologist, Athletic Director, Chief Business Manager, Director of Advancement, Director of Development, Director of Public Relations/Communications, Director of Admissions, Director of Financial Aid, Director of Alumni/ae Affairs, Director of Physical Plant, Director of Technology/IT, Director of Technology/Curriculum, Director of Diversity, Director of Global Education, Director of International Studies and Head's Administrative Assistant.)
4b. Technology Staff	Salaries paid to personnel that work with the Director of Technology/IT in maintaining, hardware, software, and network requirements for the school.
4c. Other Administrative Professional	<p>Salaries paid to other administrative staff.</p> <ul style="list-style-type: none"> Salaries paid to personnel who perform assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education. (E.g., accountants, managers, assistant directors, and chaplains/ministers). NOTE: Salaries paid to staff members of administrators (business office staff, development office staff, etc.) who are NOT performing secretarial/clerical duties should be entered here. Salaries paid to Plant/Maintenance, Health Care and Security staff should be entered in the appropriate line items.



2016-17 DASL Core Questions Definitions

Term	Description
4. ADMINISTRATIVE STAFF TOTAL (4a + 4b + 4c)	<p>Calculated Variable – total salaries paid to Administrators and Other Administrative Staff.</p> <ul style="list-style-type: none"> Value for each of the following: No. of Employees, Lowest Base Salary, Highest Base Salary Value based on Full-time Employee Salaries/Full-time Employee Base Salaries: 4a. Administrators, 4b. Technology Staff, 4c. Other Administrative Professional Staff Calculation: 4a. Administrators + 4b. Technology Staff + 4c. Other Administrative Professional Staff
5a. Health Staff	Salaries paid to Health Care Staff. (E.g. nurse, nutritionist, dental staff, therapist, speech pathologist, and physicians.)
5b. Secretarial/Clerical Staff	Salaries paid to Secretarial and Clerical Staff.
5c. Kitchen Staff	Salaries paid to personnel that work in kitchen/cafeteria services.
5d. Plant/Maintenance Staff	Salaries paid to staff that perform plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment. Some examples include, electrician, plumber, vehicle mechanic, bus driver, gardener, grounds keeper, and crossing guard. <ul style="list-style-type: none"> Exclude the Director of Physical Plant.
5e. Security Staff	Salaries paid to personnel that provide protection to individuals and safeguard the school facility.
5f. Auxiliary Staff	Salaries paid to personnel that work in service areas of a non-academic nature that are provided to students. (E.g. student store, snack bar, student busing, and laundry.)
5g. Other Staff	Salaries paid to personnel that perform other duties not accounted for in any of the above categories.
5. TOTAL OTHER STAFF (5a + 5b + 5c + 5d + 5e + 5f + 5g)	<p>Calculated Variable – the total salaries of health, secretarial/clerical, kitchen, plant/maintenance, media/library, technology, security, auxiliary, and other staff.</p> <ul style="list-style-type: none"> Value for each of the following: No. of Employees, Lowest Base Salary, Highest Base Salary Value based on Full-time Employee Salaries/Full-time Employee Base Salaries: 5a. Health Staff, 5b. Secretarial/Clerical Staff, 5c. Kitchen Staff, 5d. Plant/Maintenance Staff, 5e. Security Staff, 5g. Other Staff, 5f. Auxiliary Staff Calculation: 5a. Health Staff + 5b. Secretarial/Clerical Staff + 5c. Kitchen Staff + 5d. Plant/Maintenance Staff + 5e. Security Staff + 5f. Auxiliary Staff + 5g. Other Staff
6. GRAND TOTAL (1 + 3 + 4 + 5)	<p>Calculated Variable – the total salaries of all school staff.</p> <ul style="list-style-type: none"> Value for each of the following: No. of Employees, Lowest Base Salary, Highest Base Salary Value based on Full-time Employee Salaries/Full-time Employee Base Salaries: 1. TOTAL – TEACHERS, 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL, 4. ADMINISTRATIVE STAFF TOTAL, 5. TOTAL OTHER STAFF Calculation: 1. TOTAL – TEACHERS + 3. INSTRUCTIONAL AND OTHER SUPPORT TOTAL + 4. ADMINISTRATIVE STAFF TOTAL + 5. TOTAL OTHER STAFF



2016-17 DASL Core Questions Definitions

Teacher Salaries

Full-time Teacher Salaries

Full-time Teacher Base Salaries

INSTRUCTIONS

- *The same group of teachers should be used for calculations in this section as well as Teacher Salaries by Experience.*
- *Full-time teachers are faculty who are only teaching, or combine teaching with some form of administrative/counseling duties, with 51% or more time teaching, and who work about 40 hours a week.*
- *Round salaries to the nearest dollar. Provide salary data only for those teachers who have been hired as of the date you are completing this form.*
- *Report annual cash salaries only (do not include housing or other allowances).*
- *If you have no salary to report, leave the field blank.*
- **Include for salary reporting and calculations in this section:**
 - *Personnel who are compensated for administrative duties such as department chair, but whose primary responsibility is teaching.*
 - *Stipends paid for dormitory or homeroom supervision, supervision of extracurricular activities, coaching, and additional compensation paid to teachers who also perform administrative duties as department chairs.*

Term	Description
Faculty Base Salary	Faculty staffers who only teach or combine teaching with some form of administrative/counseling duties, provided that 51% or more of their time is dedicated to teaching. These staffers work about 40 hours a week.
Average (\$)	<p>The average salary of all full-time teachers.</p> <ul style="list-style-type: none"> • How to Calculate Mean (Average) Salary - To calculate the mean (average) salary, add all full-time teacher salaries together and divide the sum by the number of salaries. For example to calculate the mean of the following salaries, \$24,000, \$13,000, \$10,000, \$19,000, and \$24,000, use the following formula: • $\text{Mean (Average)} = (\\$24,000 + \\$13,000 + \\$10,000 + \\$19,000 + \\$24,000) / 5 = \\$90,000 / 5 = \\$18,000$
Median (\$)	<p>The median base salary of all full-time teachers.</p> <ul style="list-style-type: none"> • To obtain the median salary, rank all the salaries starting by the lowest salary to the highest one. Then, find the middle salary. \$24,000, \$13,000, \$10,000, \$19,000 and \$24,000 is: \$10,000 \$13,000 \$19,000 \$24,000 \$24,000 [The median value is \$19,000, since it divides the sample size in two parts (50-50)]. If the number of salaries is an even number, take the mean (average) of the two middle numbers. For example: \$10,000 \$13,000 \$19,000 \$24,000 \$24,000 \$27,000 [The median value is the mean of \$19,000 and \$24,000 (central values) or \$21,500].
Starting (\$)	Base salary of full-time first time teachers.
Lowest (\$)	The lowest base salary of full-time teachers.
Highest (\$)	The highest base salary of full-time teachers.



2016-17 DASL Core Questions Definitions

Teacher Salaries

Teacher Salaries by Experience

Teacher Base Salaries by Experience

INSTRUCTIONS

- Report the number of full-time teachers at each level of experience, the corresponding average (mean) base salary, and the corresponding Median Base salary for each group. The same group of teachers should be used for calculations in both Parts A and B.

Term	Description
Number of Full-time Teachers	<p>Number of Full-Time Teachers by Teaching Experience - To determine the teaching experience, calculate first the total number of years (including the current school year) that an individual has been employed as a full-time teacher plus the full-time equivalent of years employed at all institutions and at any level (elementary, secondary, or post-secondary).</p> <ul style="list-style-type: none"> For example, a teacher who has taught full-time in his or her current school for 10 years and half-time in another school for 6 years should be credited with 13 years of teaching experience. A first-year teacher with no experience is counted as having 1 year. A second-year teacher is counted as having 2 years, etc. If you do not have any teachers in an age range this year please select 'N/A.' NOTE: The sum of all teachers entered in each category will be entered as "No. of Employees" in Faculty and Other full-time Staff Salaries under Teachers.
Average Base Salary of Teachers in the Group	<p>Average Base Salary of Teachers in the Group - To calculate the average (mean) base salary, add all full-time teachers' salaries together and divide the sum by the number of salaries.</p> <ul style="list-style-type: none"> For example to calculate the mean of the following salaries, \$24,000, \$13,000, \$10,000, \$19,000, and \$24,000, use the following formula: Mean (Average) = $(\\$24,000 + \\$13,000 + \\$10,000 + \\$19,000 + \\$24,000) / 5 = \\$90,000 / 5 = \\$18,000$
Median Base Salary of Teachers in the Group	<p>To obtain the median base salary, rank all the salaries starting by the lowest salary to the highest one. Then, find the middle salary. \$24,000, \$13,000, \$10,000, \$19,000 and \$24,000 is: \$10,000 \$13,000 \$19,000 \$24,000 \$24,000 [The median value is \$19,000, since it divides the sample size in two parts (50-50)]. If the number of salaries is an even number, take the mean (average) of the two middle numbers. For example: \$10,000 \$13,000 \$19,000 \$24,000 \$24,000 \$27,000 [The median value is the mean of \$19,000 and \$24,000 (central values) or \$21,500].</p>
1-5 Years	Enter the number of Teachers with 1-5 years of experience and their mean salary.
6-10 Years	Enter the number of Teachers with 6-10 years of experience and their mean salary.
11-15 Years	Enter the number of Teachers with 11-15 years of experience and their mean salary.
16-20 Years	Enter the number of Teachers with 16-20 years of experience and their mean salary.
21-25 Years	Enter the number of Teachers with 21-25 years of experience and their mean salary.
26-30 Years	Enter the number of Teachers with 26-30 years of experience and their mean salary.
31-35 Years	Enter the number of Teachers with 31-35 years of experience and their mean salary.
36-40 Years	Enter the number of Teachers with 36-40 years of experience and their mean salary.
41+ Years	Enter the number of Teachers with 41+ years of experience and their mean salary.



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2016-17 DASL Core Questions Definitions

Average Years' Experience

INSTRUCTIONS

- Report the average years' experience for all full-time teachers. The same group of teachers should be used for calculations in both 'Teacher Base Salaries by Experience' and 'Teaching Experience Salaries of Full-Time Teachers.'
- Note that a first-year teacher with no experience is counted as having 1 year. A second-year teacher is counted as having 2 years, etc.
- Average Years' Experience of All Full-Time Teachers
 - To determine the teaching experience, calculate first the total number of years (including the current school year) that an individual has been employed as a full-time teacher plus the full-time equivalent of years employed as a part-time teacher at all institutions and at any level (elementary, secondary, or post-secondary).
 - For example, a teacher who has taught full-time in his or her current school for 10 years and half-time in another school for 6 years should be credited with 13 years of teaching experience.
 - Once you have determine the teaching experience per teacher, calculate the average years of experience of all full-time teachers, by adding all years of experience together and dividing the sum by the number of teachers.
 - For example, to calculate the mean of the following years of experience, 15.5, 23.5, 19, 24, 10.5, 1, 7, 13.5, 15, and 5, use the following formula: Mean (Average) = $(15.5 + 23.5 + 19 + 24 + 10.5 + 1 + 7 + 13.5 + 15 + 5)/10 = 134/10 = 13.4$
- Do not leave the field blank.

Term	Description
Average years experiences of all full-time teachers	<p>To determine the teaching experience, calculate first the total number of years (including the current school year) that an individual has been employed as a full-time teacher plus the full-time equivalent of years employed as a part-time teacher at all institutions and at any level (elementary, secondary, or post-secondary).</p> <ul style="list-style-type: none"> • For example: a teacher who has taught full-time in his or her current school or 10 years and half-time in another school for 6 years should be credited with 13 years of teaching experience. • Once you have determined the teaching experience per teacher, calculate the average years of experience of all full-time teachers, by adding all years of experience together and dividing the sum by the number of teachers. • For example: to calculate the mean of the following years of experience, 15.5, 23.5, 19, 24, 10.5, 1, 7, 13.5, 15, and 5, use the following formula: Mean (Average) = $(15.5 + 23.5 + 19 + 24 + 10.5 + 1 + 7 + 13.5 + 15 + 5)/10 = 13.4$

Full-time Teachers' Degrees

INSTRUCTIONS

- Report the number of full-time teachers by their highest graduate degree. Every teacher with a degree should be entered only once.
- Report the total number of full time teachers with graduate degrees.
- The same group of teachers should be used for calculations in both 'Teacher Base Salaries by Experience' and 'Teaching Experience Salaries of Full-Time Teachers'.
- If you do not have any teachers with a degree, for example PhD's, enter "0".
- Do not leave any fields blank.

Term	Description
Number of full-time teachers with graduate degrees	<p>Report the number of full-time teachers with graduate degrees (Master's, doctorate, etc.). If you don't have any teachers with graduate degrees.</p> <ul style="list-style-type: none"> • ENTER "0". Do not leave the field blank.



2016-17 DASL Core Questions Definitions

Teacher Salaries

Salary Scale

Salary Scale

INSTRUCTIONS

- Please indicate whether or not your school uses certification, years at school, total experience, degrees, teaching load, or merit as factors to define a salary scale for teachers.
- NOTE: If you answer 'YES' to this question, you must answer all of the options in Salary Scale (defined).

Term	Description
Does your school have salary scale?	Process by which a non-governmental agency or association grants professional recognition to an individual who has met certain predetermined qualifications specified by that agency or association.
Certification	Process by which a non-governmental agency or association grants professional recognition to an individual who has met certain predetermined qualifications specified by that agency or association.
Years at School	Total number of years that the individual has worked at this school in any position.
Total Experience	Total number of years' experience in a teaching position.
Degrees	Awards conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.
Teaching Load	The number of students that a teacher teaches during a day.
Merit	Individual's accomplishments related to his or her job performance.



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2016-17 DASL Core Questions Definitions

Administrator Salaries

President, Head, Business Officer, Assoc/Assist/Division Heads

General Section Terms

Term	Description
Staffed Position?	Please indicate whether or not this is a staffed position for the 2016-17 school year.
Base Salary (\$)	Report only annual cash salaries of the administrators hired for the 2016-17 academic school year. Salaries should not include housing allowances or other stipends. For church related schools, do not report or include salaries of administrators receiving stipends or token salaries that are not commensurate with the salary scale of other administrators in your school. <ul style="list-style-type: none"> In cases where one individual holds more than one position, report his/her full-time salary only once, according to the position of primary responsibility. In cases where the individual holds a teaching and an administrative position, report the full salary in the position that the person holds 51% or more of the time. In cases where two individuals hold the same position title, report the salary of the highest paid individual.
Time	Please indicate whether this individual is employed Full or Part Time. <ul style="list-style-type: none"> Part-time Administrators: Individuals who do not work at the school for a full week in any capacity. Full-time Administrators: Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Gender	Please indicate whether this individual is male or female.
Race/Ethnicity	Please indicate the racial/ethnic classification as reported by this individual.
International	Please indicate if this individual is international. International is defined as anyone who is not a United States citizen.
Nationality	
Teaching Duties	Please indicate whether or not this individual performs teaching duties.
Percent of Time Teaching	Please indicate whether this individual is employed Full or Part-time. Part-time Administrators are individuals who do not work at the school for a full week in any capacity. <ul style="list-style-type: none"> Full-time Administrators are Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Experience This School	Please indicate the total number of years this individual has served in THIS ROLE at THIS SCHOOL . <ul style="list-style-type: none"> For example, an individual who has worked as the director of admissions for 8 years at a prior school and 2 years at this current school, would only have a total of 2 years' EXPERIENCE AT THIS SCHOOL as the director of admissions. Please do not count the prior 8 years in this category. Another example, if an individual has currently served as the director of admissions for 5 years at this current school and prior to that served as the director of development for 3 years at this current school, please enter 5 years' EXPERIENCE AT THIS SCHOOL, not 8 years because he/she held a different position prior to serving as the director of admissions.
Total Years of Service at this School	Provide the total number of years that this individual has worked in any role at this school.
Housing Benefit	Please indicate whether or not the school provides any of the following housing benefits: <ul style="list-style-type: none"> Full housing Housing Stipend None



2016-17 DASL Core Questions Definitions

Term	Description
Car Benefit	Please indicate whether or not the school provides car benefits at no cost to the administrator.
Deferred Compensation	Please indicate whether or not the school provides payments towards any deferred compensation for this administrative position during the 2016-17 school year: <ul style="list-style-type: none"> Example include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement
Deferred Compensation Amount	Please indicate the amount the school contributes to any deferred compensation sources for the 2016-17 school year: <ul style="list-style-type: none"> Examples Include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement.

President, Head, Business Officer, Associate Head, and Assistant Head

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question MUST be answered in order for your responses to be counted towards the progress for this section.

Term	Description
President of School	For schools who have both a president and a school head, the President is the individual who, working with the board, represents the school to external constituencies as the school leader, primarily working with the board, the alumni, and other external constituencies. In cases where a school has only a president (i.e., uses that title in place of the title "school head"), please enter the data in the Head of School category.
Head of School	School leader with overall responsibility for the school and its mission; oversees all internal operations and in most cases, all external operations as well.
Business Officer	Highest paid individual responsible for overseeing the schools financial operations.
Associate Head	Highest paid individual who serves as second in command of the school and some or all its operations.
Assistant Head	Highest paid individual who serves as second in command of the school and some or all its operations.

Upper, Middle, and Lower School Head

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question MUST be answered in order for your responses to be counted towards the progress for this section.

Term	Description
Upper School Head	Highest paid individual responsible for leading the upper school in fulfilling its mission.
Middle School Head	Highest paid individual responsible for leading the middle school in fulfilling its mission.
Lower School Head	Highest paid individual responsible for leading the lower school in fulfilling its mission.



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2016-17 DASL Core Questions Definitions

Administrator Salaries

Administrative Directors

General Section Terms

Term	Description
Staffed Position?	Please indicate whether or not this is a staffed position for the 2016-17 school year.
Base Salary (\$)	Report only annual cash salaries of the administrators hired for the 2016-17 academic school year. Salaries should not include housing allowances or other stipends. For church related schools, do not report or include salaries of administrators receiving stipends or token salaries that are not commensurate with the salary scale of other administrators in your school. <ul style="list-style-type: none"> In cases where one individual holds more than one position, report his/her full-time salary only once, according to the position of primary responsibility. In cases where the individual holds a teaching and an administrative position, report the full salary in the position that the person holds 51% or more of the time. In cases where two individuals hold the same position title, report the salary of the highest paid individual.
Time	Please indicate whether this individual is employed Full or Part Time. <ul style="list-style-type: none"> Part-time Administrators: Individuals who do not work at the school for a full week in any capacity. Full-time Administrators: Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Gender	Please indicate whether this individual is male or female.
Race/Ethnicity	Please indicate the racial/ethnic classification as reported by this individual.
International	Please indicate if this individual is international. International is defined as anyone who is not a United States citizen.
Nationality	
Teaching Duties	Please indicate whether or not this individual performs teaching duties.
Percent of Time Teaching	Please indicate whether this individual is employed Full or Part-time. Part-time Administrators are individuals who do not work at the school for a full week in any capacity. <ul style="list-style-type: none"> Full-time Administrators are Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Experience This School	Please indicate the total number of years this individual has served in THIS ROLE at THIS SCHOOL . <ul style="list-style-type: none"> For example, an individual who has worked as the director of admissions for 8 years at a prior school and 2 years at this current school, would only have a total of 2 years' EXPERIENCE AT THIS SCHOOL as the director of admissions. Please do not count the prior 8 years in this category. Another example, if an individual has currently served as the director of admissions for 5 years at this current school and prior to that served as the director of development for 3 years at this current school, please enter 5 years' EXPERIENCE AT THIS SCHOOL, not 8 years because he/she held a different position prior to serving as the director of admissions.
Total Years of Service at this School	Provide the total number of years that this individual has worked in any role at this school.
Housing Benefit	Please indicate whether or not the school provides any of the following housing benefits: <ul style="list-style-type: none"> Full housing Housing Stipend None
Car Benefit	Please indicate whether or not the school provides car benefits at no cost to the administrator.



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2016-17 DASL Core Questions Definitions

Term	Description
Deferred Compensation	Please indicate whether or not the school provides payments towards any deferred compensation for this administrative position during the 2016-17 school year: <ul style="list-style-type: none"> • Example include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement
Deferred Compensation Amount	Please indicate the amount the school contributes to any deferred compensation sources for the 2016-17 school year: <ul style="list-style-type: none"> • Examples Include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement.
Department Representation on the Board/Executive Team	Indicate if the department has representation or voice at the highest level of leadership for the school.

Director of Advancement, Development, Public Relations, Admission, and HR

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question MUST be answered in order for your responses to be counted towards the progress for this section.

Term	Description
Director of Advancement	Director of Advancement: Highest paid individual responsible for overseeing the organization and implementation of all advancement activities/responsibilities for the school, which may include any combination of fundraising/development, marketing/communications, alumni relations, and others. <ul style="list-style-type: none"> • NOTE: if your Director of Advancement is responsible for only one of these areas of activity/responsibility, please enter his/her information in as the Director for that specific role. The definition for this position is intended to indicate an administrator who oversees more than one of these areas and who is then likely to have Directors for these specific, individual areas reporting to him/her.
Director of Development	Highest paid individual responsible for overseeing the organization and implementation of all fundraising activities for the school.
Director of Public Relations/Communications	Highest paid individual responsible for overseeing the planning, implementation, and evaluation of all communication activities.
Director of Admissions	Highest paid individual responsible for overseeing all areas of recruitment, admissions, and enrollment management.
Director of HR	Highest paid individual responsible for overseeing all areas of human resources.



2016-17 DASL Core Questions Definitions

Director of Financial Aid, Alumni/ae Affairs, and Physical Plant

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question **MUST** be answered in order for your responses to be counted towards the progress for this section.

Term	Description
Director of Financial Aid	Highest paid individual responsible for overseeing the schools financial aid program.
Director of Alumni/ae Affairs	Highest paid individual responsible for overseeing the planning and implementation of all programs and activities related to alumni/ae affairs.
Director of Physical Plant	Highest paid individual responsible for overseeing campus buildings, grounds, vehicles, utilities systems, and other related work.

Director of Technology, Diversity, Global Ed, and International Studies

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question **MUST** be answered in order for your responses to be counted towards the progress for this section.

Term	Description
Director of Technology/IT	Highest paid individual responsible for the development, implementation, operation, monitoring and evaluation of the technology program for the school.
Director of Tech/Curriculum	Highest paid individual responsible for overseeing the integration and implementation of technology into the school curriculum.
Director of Diversity	Highest paid individual responsible for overseeing all diversity initiatives.
Director of Global Education	Highest paid individual responsible for overseeing Global Education. <ul style="list-style-type: none"> • The Global Education Dept. is the team that work on global initiatives: • I.e. study abroad, international trips, global issues, global competence, global curriculum, service learning, etc.
Director of International Studies	Highest paid individual responsible for overseeing all international studies initiatives. <ul style="list-style-type: none"> • International Students Dept. is the team that works to recruit and support international students enrolled: • i.e. residential life/homestay; admissions/enrollment; dean of international students; college counseling for international students; etc.



2016-17 DASL Core Questions Definitions

Administrator Salaries

Academic and Student Service Leaders

General Section Terms

Term	Description
Staffed Position?	Please indicate whether or not this is a staffed position for the 2016-17 school year.
Base Salary (\$)	Report only annual cash salaries of the administrators hired for the 2016-17 academic school year. Salaries should not include housing allowances or other stipends. For church related schools, do not report or include salaries of administrators receiving stipends or token salaries that are not commensurate with the salary scale of other administrators in your school. <ul style="list-style-type: none"> In cases where one individual holds more than one position, report his/her full-time salary only once, according to the position of primary responsibility. In cases where the individual holds a teaching and an administrative position, report the full salary in the position that the person holds 51% or more of the time. In cases where two individuals hold the same position title, report the salary of the highest paid individual.
Time	Please indicate whether this individual is employed Full or Part Time. <ul style="list-style-type: none"> Part-time Administrators: Individuals who do not work at the school for a full week in any capacity. Full-time Administrators: Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Gender	Please indicate whether this individual is male or female.
Race/Ethnicity	Please indicate the racial/ethnic classification as reported by this individual.
International	Please indicate if this individual is international. International is defined as anyone who is not a United States citizen.
Nationality	
Teaching Duties	Please indicate whether or not this individual performs teaching duties.
Percent of Time Teaching	Please indicate whether this individual is employed Full or Part-time. Part-time Administrators are individuals who do not work at the school for a full week in any capacity. <ul style="list-style-type: none"> Full-time Administrators are Individuals responsible for a particular function only part-time, but who work for the school full-time in other capacities (i.e., receive a full-time salary).
Experience This School	Please indicate the total number of years this individual has served in THIS ROLE at THIS SCHOOL . <ul style="list-style-type: none"> For example, an individual who has worked as the director of admissions for 8 years at a prior school and 2 years at this current school, would only have a total of 2 years' EXPERIENCE AT THIS SCHOOL as the director of admissions. Please do not count the prior 8 years in this category. Another example, if an individual has currently served as the director of admissions for 5 years at this current school and prior to that served as the director of development for 3 years at this current school, please enter 5 years' EXPERIENCE AT THIS SCHOOL, not 8 years because he/she held a different position prior to serving as the director of admissions.
Total Years of Service at this School	Provide the total number of years that this individual has worked in any role at this school.
Housing Benefit	Please indicate whether or not the school provides any of the following housing benefits: <ul style="list-style-type: none"> Full housing Housing Stipend None



2016-17 DASL Core Questions Definitions

Term	Description
Car Benefit	Please indicate whether or not the school provides car benefits at no cost to the administrator.
Deferred Compensation	Please indicate whether or not the school provides payments towards any deferred compensation for this administrative position during the 2016-17 school year: <ul style="list-style-type: none"> • Example include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement
Deferred Compensation Amount	Please indicate the amount the school contributes to any deferred compensation sources for the 2016-17 school year: <ul style="list-style-type: none"> • Examples Include: 403(b), 457(b), 457(f), Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, Other Deferred Cash Payment, Other Deferred Compensation Arrangement.

Academic Dept. Head, Director of Studies, Dean of Students

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question **MUST** be answered in order for your responses to be counted towards the progress for this section.

Term	Description
Highest Paid Academic Dept. Head	Highest paid Academic Department Head.
Director of Studies	Highest paid individual responsible for overseeing the academic program.
Dean of Students	Highest paid individual responsible for overseeing the academic, social, and emotional welfare of the students.

College Counselor, Psychologist, Athletic Director, and Administrative Assistant

INSTRUCTIONS

- Report only annual cash salaries of the administrators hired for the 2016-17 academic year.
- In cases where one person fills more than one position, please report that data only once in the position which most accurately reflects the largest percentage of his/her duties and responsibilities.
- If your school does not employ an individual in a particular position, you must select 'NO' under Staffed Position? For all applicable positions and do not select any additional options. This question **MUST** be answered in order for your responses to be counted towards the progress for this section.

Term	Description
College Counselor	Highest paid individual responsible for overseeing the school's student college counseling program.
Psychologist	Highest paid individual responsible for working with students needing assessment and support for personal or psychological challenges.
Athletic Director	Highest paid individual responsible for overseeing the school's athletic program.
Head's Assistant	High-level administrative assistant that supports the Head of School.



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2016-17 DASL Core Questions Definitions

Executive Compensation

Executive Compensation – President, Head, Business Officer

General Section Terms

Term	Description
President	The annual amount paid by the school to or on behalf of the President.
Head of School	The annual amount paid by the school to or on behalf of the Head of School.
Business Officer	The annual amount paid by the school to or on behalf of the Chief Financial Officer.

Salary and Deferred Compensation

INSTRUCTIONS

- Please report the **ANNUAL** amount paid by the school only. Do not report the value of the entire benefit. Do not report amounts paid by the employee.
- Report annual salary or benefit information of the administrators hired for the 2016-17 academic year unless noted otherwise.
- In the "Amount" column, please indicate amounts paid by the school to or on behalf of the employee.
- Please note: Focusing on all nonprofits, including independent schools, the IRS has recently been looking at the reasonableness of executive compensation. NAIS encourages schools to follow the IRS's rebuttable presumption regulations that suggest all nonprofits gather comparative data when setting certain compensation packages.

Term	Description
1. Annual base salary	Base dollar amount contracted for the year. Do not include other taxable income given as a benefit as listed in Standard Benefits.
2. Cash bonus in 2015-16	Any payment(s) contingent on performance, results, or other comparable criteria received for the 2015-16 school year.
3a. Key Executive: Split Dollar Life Insurance	Insurance policy where the school and the employee share the premium costs. The arrangement, provided by a written agreement, generally calls for the sharing of premiums in exchange for the sharing of death benefits and, in some cases, cash value. <ul style="list-style-type: none"> • Please include only the premium costs paid by the school.
3b. Rabbi Trust	An irrevocable trust often used as a vehicle for deferring taxable income. As non-qualified deferred compensation plans, rabbi trusts avoid many of the administrative requirements that govern qualified plans under ERISA and the Internal Revenue Code.
3c. Separate Investment	Any kind of investment made on behalf of or for the head of school, business officer, or president by the school.
3d. 403(b) plan	A tax-sheltered annuity that allows non-profit employees to set aside money for retirement on a pre-tax basis – often seen as the non-profit equivalent of a 401(k). The assets in these accounts stay with the employee.
3e. 457(b) plan	A tax-deferred compensation plan allowing non-profit employees to set aside retirement funds on pre-tax basis. The assets belong to the employer until distribution under arrangements agreed by employer and employee.
3f. 457(f) plan	A tax-deferred compensation plan allowing non-profit employees to set aside retirement funds on pre-tax basis. <ul style="list-style-type: none"> • Characteristic of a 457(b) plan is the inclusion of a substantial risk of forfeiture in the conditions governing vesting on the employee.
3g. Deferred cash payment after a fixed commitment	Cash contributions made to or on behalf of the employee. But do not include here standard contributions to pension or retirement plans covered by policies applying to all employees. These should be reported in Standard Benefits.
3h. Any other deferred compensation arrangement	Any other tax-deferred compensation/retirement plan funded by the school to defer funds on a pre-tax basis. Do not include 403(b), 457(b), 457(f), or other already reported plans here. Only include amounts directly funded by the school: <ul style="list-style-type: none"> • Do not include amounts voluntarily deferred by the employee.



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Term	Description
3. Deferred compensation funded by school	<p>Calculated Variable – the total of Key Executive: Split Dollar Life Insurance, Rabbi Trust, Separate Investment, 304(b), 457(b), and 457(f) Plans, Deferred cash payment after a fixed commitment, and any other deferred compensation arrangement.</p> <ul style="list-style-type: none"> Value for each of the following: President, Head of School, Business Officer Based on Executive Compensation/Deferred Benefits: 3a.—Key Executive: Split Dollar Life Insurance, 3b.—Rabbi Trust, 3c.—Separate Investment, 3d.—403(b) plan, 3e.—457(b) plan, 3f.—457(f) plan, 3g. Deferred cash payment after a fixed commitment, 3h.— Any other deferred compensation arrangement Calculation: 3a.—Key Executive: Split Dollar Life Insurance + 3b.—Rabbi Trust + 3c.— Separate Investment + 3d.—403(b) plan + 3e.—457(b) plan + 3f.—457(f) plan + 3g. Deferred cash payment after a fixed commitment + 3h.— Any other deferred compensation arrangement
Total Salary/Deferred Compensation	<p>Calculated Variable – total amount of all salary and deferred compensation.</p> <ul style="list-style-type: none"> Value for each of the following: President, Head of School, Business Officer Based on Executive Compensation/Salary Deferred Compensation: 1. Annual base salary, 2. Cash bonus in 2015-16, 3. Deferred compensation funded by School Calculation: 1. Annual base salary + 2. Cash bonus in 2015-16 + 3. Deferred compensation funded by School

Standard Benefits

INSTRUCTIONS

- Please report the **ANNUAL** amount paid by the school only. Do not report the value of the entire benefit. Do not report amounts paid by the employee.
- Report annual salary or benefit information of the administrators hired for the 2016-17 academic year unless noted otherwise.
- In the "Amount" column, please indicate amounts paid by the school to or on behalf of the employee.
- Please note: Focusing on all nonprofits, including independent schools, the IRS has recently been looking at the reasonableness of executive compensation. NAIS encourages schools to follow the IRS's rebuttable presumption regulations that suggest all nonprofits gather comparative data when setting certain compensation packages.

Term	Description
1a. Disability insurance short term	Standard dollar amount/premium paid by the school. Note, often disability insurance is paid by the employee and not by the school. If that is the case, do not enter an amount here.
1b. Disability insurance long term	Standard dollar amount/premium paid by the school. Note, often disability insurance is paid by the employee and not by the school. If that is the case, do not enter an amount here.
1. Disability Insurance	<p>Calculated Variable</p> <ul style="list-style-type: none"> Value for each of the following: President, Head of School, Business Officer Based on Executive Compensation/Standard Benefits: 1a.-- Disability insurance short term, 1b. Disability insurance long term Calculation: 1a.—Disability insurance short term + 1b.—Disability insurance long term
2. Life insurance	Standard dollar amount/premium paid by the school; not face value of insurance.
3. Medical insurance	Standard dollar amount/premium paid by the school.
4. Dental insurance	Standard dollar amount/premium paid by the school for dental insurance.
5. Liability insurance	Standard dollar amount/premium paid by the school on behalf of the head; not coverage.
6. Flexible benefits	Amount contributed by the school to the employee's flexible health benefits plan or dependent care plan.
TOTAL	<p>Calculated Variable – the total amount of all insurance (disability, life, medical, dental, liability) and flexible benefits paid by the school.</p> <ul style="list-style-type: none"> Value for each of the following: President, Head of School, Business Officer Based on Executive Compensation/Standard Benefits: 1. Annual base salary, 2. Cash bonus in 2015-16, and 3. Deferred compensation funded by school Calculation: 1. Annual base salary + 2. Cash bonus in 2015-16 + 3. Deferred compensation funded by school



2016-17 DASL Core Questions Definitions

Other Compensation

INSTRUCTIONS

- Please report the **ANNUAL** amount paid by the school only. Do not report the value of the entire benefit. Do not report amounts paid by the employee.
- Report annual salary or benefit information of the administrators hired for the 2016-17 academic year unless noted otherwise.
- In the "Amount" column, please indicate amounts paid by the school to or on behalf of the employee.
- Please note: Focusing on all nonprofits, including independent schools, the IRS has recently been looking at the reasonableness of executive compensation. NAIS encourages schools to follow the IRS's rebuttable presumption regulations that suggest all nonprofits gather comparative data when setting certain compensation packages.

Term	Description
1. Foregone interest on loans in 2015-16	Amount for the 2015-16 school year, of the difference between market rate and charged rate for below market loans.
2. Forgiven loan principal in 2015-16	Dollar amount of loan forgiven for the 2015-16 school year.
3. Education assistance plan	Dollar amount given for continued education of an employee.
4. Tuition remission	Dollar value of amount of tuition discount provided for employees children that is a standard amount provided to other employees in a similar manner (i.e., this is a standard benefit offered to employees beyond the employee's own school).
5. Tuition benefit	<ul style="list-style-type: none"> • Dollar value of any tuition discount beyond standard tuition remission. • Dollar value of any support for tuition/fees/room and board at other schools or colleges.
6. Additional insurance	Dollar amount of premium paid beyond that provided to all employees.
7. Spousal travel allowances or payments in 2015-16	Dollar amount of spousal travel for the 2015-16 school year.
8. Housing allowance – off campus	Dollars of direct cash subsidy or dollar amount of value of provided housing off campus, including the difference between discounted housing and fair market value. Include consideration for utilities and taxes if appropriate.
9. Housing – estimated value of on campus housing	Dollar value of the fair market rental rate, plus utilities. Note that rental value is typically 5% of fair market property value, even though housing on campus is required as a condition of employment and is not taxable as income.
10. Parking or transit passes	Dollar amount beyond Internal Revenue Code §132 benefit if paid by the school.
11. Auto allowance	Any amount provided to an employee for use towards personal automobile purchase or lease.
12. Non-incident personal use of school vehicle	To the extent such use is not reimbursed to the school; generally, the amount of mileage times IRS rate of reimbursement, minus 5.5 cents if employee pays for gas; schools using a different reporting method should report the number submitted to the IRS.
13. Club membership or dues	Dollar amount of personal portion of any club memberships or dues.
14. Sabbatical opportunities cashed out instead of taken in 2015-16	Dollar value of the cash-out for the 2015-16 school year.
15. Vacation time cashed out instead of taken in 2015-16	Dollar value of the cash-out for the 2015-16 school year for vacation time.
16. Sick time cashed out instead of taken 2015-16	Dollar value of the cash-out for the 2015-16 school year.
17. Other reportable income	Other value of any other benefits provided not otherwise excludable under Internal Revenue Code §132. For example, additional contributions to retirement/pension plans, benefit allowances, or anything else.



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Term	Description
Total - President, Head of School, and Business Officer	<p>Calculated Variable – total amount of all other compensation.</p> <ul style="list-style-type: none"> • Value for each of the following: President, Head of School, Business Officer • Based on Executive Compensation/Other Compensation: 1. Foregone interest on loans in 2015-16, 2. Forgiven loan principal in 2015-16, 3. Education assistance plan, 4. Tuition remission, 5. Tuition benefit, 6. Additional insurance, 7. Spousal travel allowances or payments in 2015-16, 8. Housing allowance – off campus, 9. Housing – estimated value of on campus housing, 10. Parking of school vehicle, 13. Club membership or dues, 14. Sabbatical opportunities cashed out instead of taken in 2015-16, 16. Sick time cashed out instead of taken in 2015-16, 17. Other reportable income • Calculation: 1. Foregone interest on loans in 2015-16 + 2. Forgiven loan principal in 2015-16 + 3. Education assistance plan + 4. Tuition remission + 5. Tuition benefit + 6. Additional insurance + 7. Spousal travel allowances or payments in 2015-16 + 8. Housing allowance – off campus + 9. Housing – estimated value of on campus housing + 10. Parking of school vehicle + 13. Club membership or dues + 14. Sabbatical opportunities cashed out instead of taken in 2015-16 + 16. Sick time cashed out instead of taken in 2015-16 + 17. Other reportable income

Total Salary Deferred Income and Benefits	
Term	Description
Total -President, Head of School, and Business Officer	<p>Calculated Variable – total dollar amount earned as Salary, deferred Income and benefits.</p> <ul style="list-style-type: none"> • Value for each of the following: President, Head of School, Business Officer • Based on Executive Compensation: Total Salary/Deferred Compensation, Standard benefits TOTAL and Other compensation total • Calculation: Total Salary/Deferred Compensation + Standard benefits TOTAL + Other compensation total

