



## ISACS Annual School Data Profile

ISACS requires schools to submit data **each year** through DASL, the NAIS data collection tool. ISACS has carefully selected a list of data points that will be useful in school planning. **Entering data into DASL is free of charge for all ISACS member schools – NAIS membership is not required.**

ISACS encourages schools to utilize the DASL data collection capabilities to their fullest advantage. For the annual school data profile, the **REQUIRED** data fields are listed in the **Required Data Fields** table.

**LOGGING IN TO NAIS/DASL:** You will need NAIS login credentials and access rights to complete the school's data entry in DASL. Typically, the head of school and the chief financial officer have DASL administrative privileges. If you do not have login credentials to enter data into DASL, please contact your head of school to complete the process.

**HOW TO BEGIN** – You will need school data in the following categories:

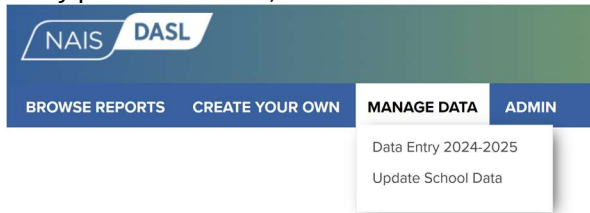
- School and Students: School Characteristics, Enrollment, Student Diversity, School Facilities
- Admission and Attrition
- Tuition and Fees: Grade 1, Grade 6, Grade 12, International Students (Grade 12)
- Advancement: Endowment, Annual Giving
- Financial Operations: Balance Sheet, Tuition Discounting, Revenues, Expenses, Endowment and Reserves (including information from the financial audit and/or Form 990)
- Financial Assistance: Need-based financial aid, merit and other non-need assistance, tuition remission
- Employee and Board Information: Numbers of FTEs, representation by people of color, gender
- Faculty salaries: Low, average, median, high

### IMPORTANT TIPS:

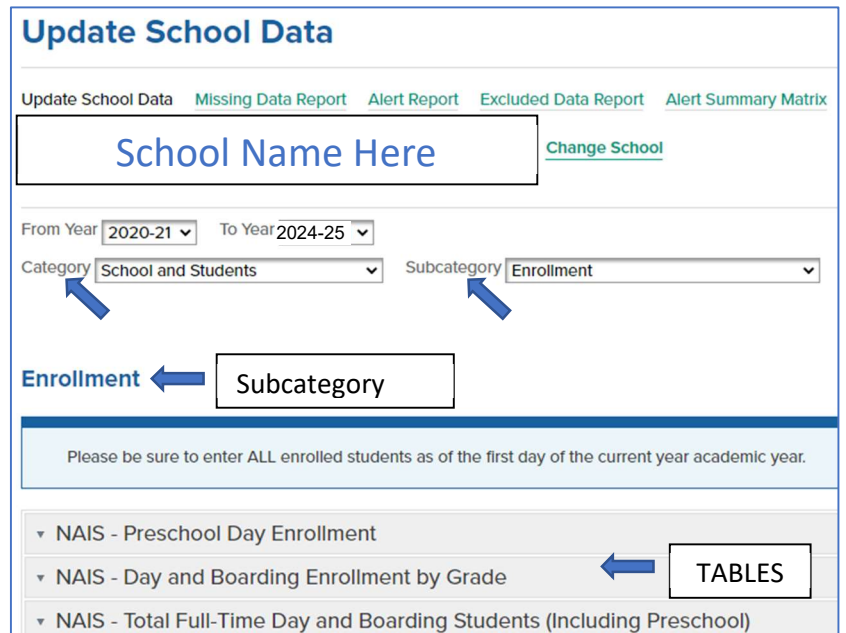
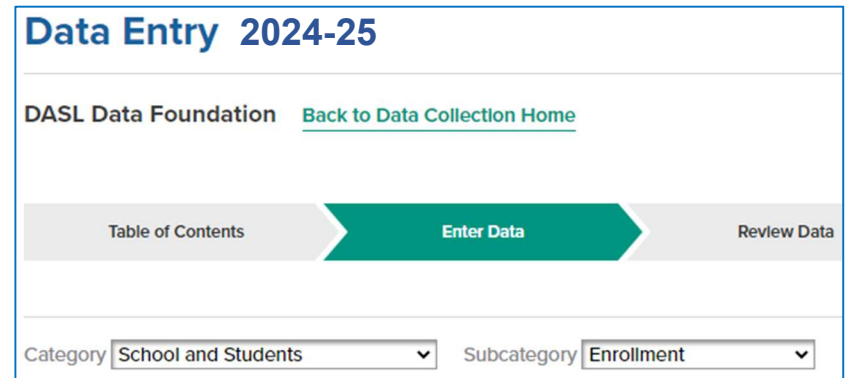
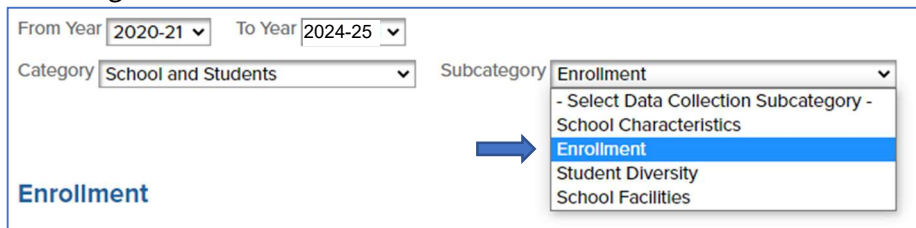
- DASL data entry can be made in two different modes: **Data Entry** for the current academic year (open for data entry between mid-June and October or November) and **Update School Data**, which is available for previous academic years. **Update School Data** is also open after the data entry period for the current academic year has closed and the information has been scrubbed and prepared for viewing.
- Some subcategories and tables require you to enter **Previous Year** information. They are clearly marked in DASL and on the instruction table.
  - During the **Data Entry** period for the current academic year, enter Previous Year information where specified.
  - In the **Update School Data** mode, enter Previous Year data under the next academic year column heading. For example, under the Financial Operations (Previous Year) heading for 2024-25, enter data for fiscal year 2023-24.
- Hover over the Question Mark icon to see the definition for each data field.
- When a calculated field does not match data entries in other locations, you will see “Is This Correct?” that points to the related fields to check for accuracy.

# DASL Data Entry Instructions

- Log in to [DASL](#)
- From the top menu, select **Manage Data > Data Entry** (during the data entry period) or **Update School Data** (for previous years and when the data entry period is closed)



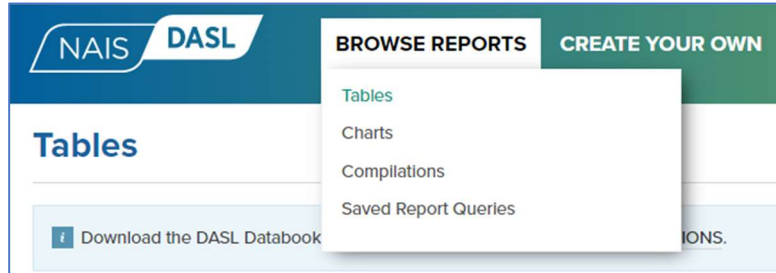
- On the next page, make sure the school's name appears.
- In **Data Entry** mode, enter data for the current academic year or Previous Year data where specified. In **Update School Data** mode, select the appropriate data entry year(s) from the dropdown menu. You may enter data for more than one academic year at a time.
- In DASL, data is organized hierarchically by **Category, Subcategory, and Table**.
- Choose the **Category** and **Subcategory** for data entry. By default, the first Category is School and Students, Subcategory: School Characteristics
- Within each **Subcategory**, enter data into the required **Table**, located in one or more **dropdown menus** below the Subcategory Name.
- When you finish entering data into each Subcategory, select the next Subcategory from the dropdown menu until you complete all required Subcategories.



## Creating the ISACS Annual School Data Profile Report

When you have entered the school's data into DASL, you will generate the report to submit along with any required accreditation cycle reports.

- On the DASL top banner, select **Browse Reports** and select the **Tables** link



- On the **Tables** page, select
  - Association: Independent Schools Association of the Central States
  - Category: Accreditation (should be the default)
  - Template: ISACS Annual School Data Profile (should be the default)
- Select Year 2023-24 for the most recent report. The report will also show the two previous academic years' data (2022-23 and 2021-22).
- Make sure your school's name appears as "My School"
- To see the school's data, select **View Table** to check the report contents.
- Once you have checked the school's data and are satisfied with the report, select **Export to PDF**. Save the PDF report and submit it along with the school's accreditation report.

Association	Independent Schools Association of the Central States	▼
Category	Accreditation	▼
Template	ISACS Annual School Data Profile	▼

Table Parameters	
Select Year(s)	2023-24 ▼
My School	ABC School
View Table	
Export to Excel	
Export to PDF	

## REQUIRED DATA FIELDS

**\*\*Pay careful attention to enter Previous Year data in Subcategories and Tables identified as (Previous Year). For example, in Data Entry mode for 2024-25, under Financial Operations (Previous Year), enter 2023-24 year-end data. In Update School Data mode, under the heading for 2023-24 (Previous Year), enter data for fiscal year 2022-23.**

DASL Foundation Category: School and Students		Required Fields for ISACS Annual School Data Profile
<u>Subcategory</u> <b>School Characteristics</b>	<p><b>TABLE</b></p> <ul style="list-style-type: none"> <li>School Characteristics</li> </ul> <p><b>Tip:</b> In this category, you may use the “Populate School Characteristics” link to autofill all fields from one year to another. Then you can update information as necessary.</p>	✓ All Fields
<u>Subcategory</u> <b>Enrollment</b>	<p><b>TABLES</b></p> <ul style="list-style-type: none"> <li>Preschool Day Enrollment</li> <li>Day and Boarding Enrollment by Grade</li> <li>Total School Enrollment by School Type and Gender</li> <li>Day and Boarding for International Students</li> </ul> <p><b>Check Yourself:</b> After entering enrollment data, check the calculated values in the following tables for accuracy:</p> <ul style="list-style-type: none"> <li>Total Full-Time Day and Boarding Students (including Preschool)</li> <li>Total School Enrollment</li> </ul>	<p>✓ All applicable fields for Preschool, Day, Boarding, and International Student Enrollment by Grade</p> <p>✓ All gender fields for Boys, Girls, Non-Binary, and Not Reported</p>
<u>Subcategory</u> <b>Student Diversity</b>	<p><b>TABLE</b></p> <ul style="list-style-type: none"> <li>Students of Color by Grade</li> </ul> <p><b>Check Yourself:</b> Check calculated value in Students of Color by Grade – Total Number by Grade</p>	✓ All applicable fields for Day, 5-day boarding, 7-day boarding
<u>Subcategory</u> <b>School Facilities</b>	<p><b>TABLE</b></p> <ul style="list-style-type: none"> <li>School Facilities</li> </ul>	<p>✓ Total square footage for all building space</p> <p>✓ Total number of acres</p>

DASL Foundation Category: Admission and Attrition		Required Fields for ISACS Annual School Data Profile
<u>Subcategory</u> <b>Admission Activity (Previous Year)**</b>	<p><b>TABLES</b></p> <ul style="list-style-type: none"> <li>Admission Activity</li> <li>Admission Activity (Previous Year) **</li> <li>International Students Admission Activity (Previous Year) **</li> <li>International Admissions</li> </ul> <p><b>Check Yourself:</b> Admissions Funnel Table – check calculated values for Acceptance Rate and Yield based on entries in previous tables</p>	✓ All applicable fields for all tables
<u>Subcategory</u> <b>Attrition (Previous Year) **</b>	<p><b>TABLE</b></p> <ul style="list-style-type: none"> <li>Attrition (Previous Year) **</li> </ul> <p><b>Check Yourself:</b> Attrition (Previous Year) – Total – check calculated value for Attrition Rate</p>	✓ All applicable fields for Day, Boarding, and International Students
<b>Optional:</b> Enter data to track Attrition (Previous Year) for Students of Color. Track additional detailed information in the Admission and Attrition Category.		

<b>DASL Foundation Category: Tuition and Fees</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>Tuition and Fees</b>	<p><b><u>TABLES</u></b></p> <ul style="list-style-type: none"> <li>• Preschool Tuition and Fees</li> <li>• Tuition and Fees</li> <li>• International Student Tuition</li> <li>• Tuition and Fees for International Students</li> </ul> <p><b>Check Yourself:</b> Tuition and Fees Totals – check the calculated values</p>	<ul style="list-style-type: none"> <li>✓ All applicable fields for Tuition and Fees for Grade 1, Grade 6, Grade 12, and International Students (Grade 12), Day and Boarding</li> </ul>

<b>DASL Foundation Category: Advancement</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>Funds Received (Previous Year) **</b>	<p><b><u>TABLE</u></b></p> <ul style="list-style-type: none"> <li>• Totals</li> </ul>	<ul style="list-style-type: none"> <li>✓ Total \$ Donated</li> <li>✓ Total Donor Count</li> </ul>
<i>Subcategory</i> <b>Advancement Additional Details (Previous Year) **</b>	<p><b><u>TABLE</u></b></p> <ul style="list-style-type: none"> <li>• Funds Received by Purpose</li> </ul>	<ul style="list-style-type: none"> <li>✓ Current Operations: Unrestricted</li> <li>✓ Current Operations: Restricted</li> <li>✓ Endowment</li> <li>✓ Other Capital Purposes</li> <li>✓ Irrevocable Deferred Gifts at Face Value</li> <li>✓ Purpose Unsure/Not Reported/Other</li> </ul>
<b>Optional:</b> The Advancement Office can track additional detailed information in the Advancement Category, using data definitions aligned with CASE.		

<b>DASL Foundation Category: Employee and Board Information</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>FTEs</b>	<p><b><u>TABLES</u></b></p> <ul style="list-style-type: none"> <li>• Grand Total of FTEs</li> <li>• Total Full-Time Equivalencies</li> </ul> <p><b>Check Yourself:</b> check values for Total Number of FTEs and Teacher Duties</p>	<ul style="list-style-type: none"> <li>✓ Grand Total of FTEs: Total number of FTEs</li> <li>✓ Total Full-Time Equivalencies: All fields</li> </ul>
<i>Subcategory</i> <b>Employee and Board Counts</b>	<p><b><u>TABLES</u></b></p> <ul style="list-style-type: none"> <li>• Employee Counts</li> <li>• Employee Gender Counts</li> <li>• Trustee Counts</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employee Counts: Total Employees; Employees of Color; International Employees – All fields, where applicable</li> <li>✓ Employee Gender Counts: All Employee Counts; Teacher Counts – All fields, where applicable</li> <li>✓ Trustee Counts: All Trustees Counts; Trustees of Color; International Trustees – All fields, where applicable</li> </ul>

<b>DASL Foundation Category: Employee Benefits and Salary</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>Full-time Employee Salaries</b>	<p><b><u>TABLE</u></b></p> <ul style="list-style-type: none"> <li>• Full-Time Employee Salaries</li> </ul>	<ul style="list-style-type: none"> <li>✓ Full-Time Employee Salaries-Lowest Salary: Total-Teachers (1)</li> <li>✓ Full-Time employee Salaries-Highest Salary: Total-Teachers (1)</li> </ul>

<b>DASL Foundation Category: Teacher Salaries</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>Full-Time Teacher Salaries</b>	<p><b><u>TABLE</u></b></p> <ul style="list-style-type: none"> <li>• Full-Time Teacher Salaries</li> </ul> <p><b>Check Yourself:</b> check values for Lowest and Highest Teacher Salaries from Employee Benefits and Salary &gt; Full-Time Employee Salaries</p>	<ul style="list-style-type: none"> <li>✓ Full-Time Teacher Salaries-Teacher Base Salary: Average; Median; Starting</li> </ul>

<b>DASL/BIIS Financial Operations Category</b>		<b>Required Fields for ISACS Annual School Data Profile</b>
<i>Subcategory</i> <b>Tuition Discounting</b> <b>(Previous Year) **</b>	<b>TABLE</b> • Tuition Discounting	✓ Total \$ amount and number of students receiving need-based financial aid, merit-based awards, other aid, tuition remission
	<b>Check Yourself:</b> Tuition Discounting Characteristics (Previous Year) – check value for Financial Aid and Tuition Remission Total	
<i>Subcategory</i> <b>Endowment &amp; Reserves</b> <b>(Previous Year) **</b>	<b>TABLES</b> • Endowment • Reserves	✓ Endowment: Does your school have an endowment?; Total Endowment (F); Permanently Restricted Endowment (F1 – check calculated field for accuracy); What is the Endowment Spend Rate for Operating;; Annual endowment rate of return for the year (%) ✓ Reserves: Plant Reserves (PPRRSM); Other reserves
	<b>Optional:</b> Business and advancement offices can track detailed information in this category, using data definitions aligned with NBOA and CASE.	
<i>Subcategory</i> <b>Revenues (Previous Year) **</b>	<b>TABLES</b> • Unrestricted Operating Revenues • Unrestricted Operating Revenues Details	✓ Unrestricted Operating Revenues-Basic and Supplemental Income: Total Operating Income, Net ✓ Unrestricted Operating Revenues Details-Basic and Supplemental Income: Tuition and Fees (Gross); Total Summer, Extended Day and All Other Programs (including detail if applicable); Auxiliary Services; Annual Giving, Including Pledges; Endowment Draw; Other Operating Income
	<b>Check Yourself:</b> Other Financial Variables – check values for Interest Expense (4H) and Principal payments on debt-regularly scheduled in the year just ended. Check calculated value for Total Debt Service.	
<i>Subcategory</i> <b>Expenses and Other</b> <b>(Previous Year) **</b>	<b>TABLES</b> • Operating Expenses (Actual) • Operating Expenses Details (Actual) • Net Operating Surplus (Deficit) • Other Financial Variables	✓ Operating Expenses (Actual) – Basic and Supplemental Expenses: All fields (E, E1, E2, E3, E4) ✓ Operating Expenses Details (Actual) – Basic and Supplemental Expenses: Frequently used salary groups (1A, 1B, 1C, 1D); Interest Expense (4H) ✓ Net Operating Surplus (Deficit): Draw from reserves; Total amount of debt in dollars ✓ Other Financial Variables: Principal payments on debt-regularly scheduled in the year just ended; PPRRSM
	<b>Check Yourself:</b> Other Financial Variables – check values for Interest Expense (4H) and Principal payments on debt-regularly scheduled in the year just ended. Check calculated value for Total Debt Service.	
<i>Subcategory</i> <b>Balance Sheet</b> <b>(Previous Year) **</b>	<b>TABLES</b> • Assets • Liabilities • Net Assets	✓ Assets: Total (A), cash and cash equivalents (A1) ✓ Liabilities: Total liabilities, liabilities detail (B, B1, B2, B3) ✓ Net Assets: Total net assets, assets detail (C, C1, C2, C3)

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