

ACCREDITING COMMISSION FOR COMMUNITY AND PRECOLLEGIATE ARTS SCHOOLS

ANNUAL REPORT FORM FOR ACADEMIC YEAR: _____

This questionnaire covers the academic year noted above by the applicant school, and the fiscal year that coincides with it. All answers provided must refer to the specified academic year and correspond with your ACCPAS Self-Study.

Name and Title of Person Completing Survey				
Name and Title of School Executive				
Name of Institution (please do not abbreviate)			Name of Unit (if applicable)	
Street Address and/or P. O. Box			City or Town	
State	Zip Code	Telephone (with area code)	Facsimile (with area code)	E-Mail (if available)

GENERAL INFORMATION

This questionnaire is seeking data about aspects of the arts programs at your institution. It is extremely important that the questionnaire be completed as accurately as possible. Please estimate only if you cannot obtain access to exact numbers. Specific instructions precede each section. If you have any questions about completing the questionnaire, please call the National Office at 703-437-0700.

CONFIDENTIALITY

SIGNATURE REQUIRED. Most answers provided in the questionnaire will remain completely confidential. However, some statistics, because of their public nature, may be released by ACCPAS for general information. Unless otherwise advised, ACCPAS may release the following data by institution: Enrollment, Programs Offered, Faculty Numbers, and New Construction. ***Please sign on the appropriate line below.***

I hereby **APPROVE** release of the data in the manner outlined above.

Signature of the School Executive

I **DO NOT APPROVE** release of the data in the manner outlined above.

Signature of the School Executive

PLEASE NOTE: 1) A copy of your completed Annual Report should be retained for your records. 2) Copies of ACCPAS Annual Reports are required components of the Self-Study prepared by institutions in conjunction with ACCPAS reviews for accreditation and renewal of accreditation. 3) The original completed questionnaire must be returned to the ACCPAS National Office—please do not fax or send photocopied or retyped versions of this report.

**This Annual Report must be returned with
ACCPAS Self-Studies Completed in the Same Academic Year**
Accrediting Commission for Community and Precollegiate Arts Schools
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

If you have questions, please contact the ACCPAS at (703) 437-0700.

Section I: General Institutional Information

A. Is your school a 501(c)(3) not-for-profit organization?

Yes _____

No _____

B. Is your school affiliated with another entity (e.g. a college/university)?

Yes _____

No _____

If so, please describe:

C. Is your school primarily:

_____ An elementary, middle, or high school

_____ A community school

_____ Other—please describe:

Section II: Enrollment

INSTRUCTIONS

A. TOTAL NUMBER OF STUDENTS ENROLLED

Please indicate the number of individuals who were enrolled in any activity in the arts or other disciplines at your school during the academic year noted on the cover page of this report. *Please count each individual only once.*

Total number of students enrolled in any school activity:

B. COMMUNITY SCHOOLS – TOTAL NUMBER OF STUDENTS ENROLLED IN SPECIFIC ARTS DISCIPLINE PROGRAMS

For community schools only—elementary, middle, or high schools offering arts instruction within the regular school day, skip Section B and complete Section C or D, as appropriate.

Please indicate the number of participants (head count) in each of the programs offered. You may use “Other (*please specify*)” for programs not listed. If applicable, count individuals more than once. (*Please use an additional sheet if necessary.*)

	Arts Discipline Program	Number Enrolled in Year of Report
(01)	DANCE TOTAL	
(02)	Pre-School (age 0–5)	
(03)	Grades 1–6 (age 6–12)	
(04)	Grades 7–12 (age 13–18)	
(05)	Adult (over 18)	
(06)	MUSIC TOTAL	
(07)	Pre-School (age 0–5)	
(08)	Grades 1–6 (age 6–12)	
(09)	Grades 7–12 (age 13–18)	
(10)	Adult (over 18)	
(11)	THEATRE TOTAL	
(12)	Pre-School (age 0–5)	
(13)	Grades 1–6 (age 6–12)	
(14)	Grades 7–12 (age 13–18)	
(15)	Adult (over 18)	
(16)	VISUAL ARTS TOTAL	
(17)	Pre-School (age 0–5)	
(18)	Grades 1–6 (age 6–12)	
(19)	Grades 7–12 (age 13–18)	
(20)	Adult (over 18)	

(Section II.B. continues on the following page)

SECTION II: ENROLLMENT (continued)

B. COMMUNITY SCHOOLS (continued)

	Arts Discipline Program (continued)	Number Enrolled in Year of Report
(21)	CREATIVE WRITING TOTAL	
(22)	Pre-School (age 0–5)	
(23)	Grades 1–6 (age 6–12)	
(24)	Grades 7–12 (age 13–18)	
(25)	Adult (over 18)	
	OTHER ARTS DISCIPLINE [1]	
(26)	TOTAL	
(27)	Pre-School (age 0–5)	
(28)	Grades 1–6 (age 6–12)	
(29)	Grades 7–12 (age 13–18)	
(30)	Adult (over 18)	
	OTHER ARTS DISCIPLINE [2]	
(31)	TOTAL	
(32)	Pre-School (age 0–5)	
(33)	Grades 1–6 (age 6–12)	
(34)	Grades 7–12 (age 13–18)	
(35)	Adult (over 18)	
(36)	TOTAL	

C. ELEMENTARY AND MIDDLE SCHOOLS – TOTAL NUMBER OF STUDENTS ENROLLED IN SPECIFIC ARTS DISCIPLINE PROGRAMS

For elementary and middle schools only—community schools or high schools offering arts instruction within the regular school day, skip Section C and complete Section B or D, as appropriate.

Please indicate the grade levels taught in your school:

Please indicate the number of participants (head count), during the academic year noted on the cover page of this report, in each of the programs offered. You may use “Other (*please specify*)” for programs not listed. If applicable, count individuals more than once. (*Please use an additional sheet if necessary.*)

DEFINITIONS OF TERMS USED IN SECTION II.C.:

Introductory/General – program provides basic to intermediate general study and experiences in a single arts discipline.

Focused – program develops artistic capacity in a specific discipline with a view toward eventual professional preparation.

Combined Arts – program addresses two or more art forms simultaneously.

(Section II.C. continues on the following page)

SECTION II: ENROLLMENT (continued)

C. ELEMENTARY AND MIDDLE SCHOOLS (continued)

Arts Discipline Program		Number Enrolled in Year of Report	Number Graduating* in Year of Report
(01)	DANCE TOTAL		N/A
(02)	Introductory/General		N/A
(03)	Focused		
(04)	MUSIC TOTAL		
(05)	Introductory/General		N/A
(06)	Focused		
(07)	THEATRE TOTAL		
(08)	Introductory/General		N/A
(09)	Focused		
(10)	VISUAL ARTS TOTAL		
(11)	Introductory/General		N/A
(12)	Focused		
(13)	CREATIVE WRITING TOTAL		
(14)	Introductory/General		N/A
(15)	Focused		
(16)	OTHER ARTS DISCIPLINE [1] TOTAL		
(17)	Introductory/General		N/A
(18)	Focused		
(19)	OTHER ARTS DISCIPLINE [2] TOTAL		
(20)	Introductory/General		N/A
(21)	Focused		
(22)	COMBINED ARTS TOTAL		
<i>Combined Arts at our School includes:</i> <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input type="checkbox"/> Creative Writing <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____			
(23)	TOTAL		

*Please use "N/A" if graduation does not apply.

(Section II. continues on the following page)

SECTION II: ENROLLMENT (continued)

D. HIGH SCHOOLS – TOTAL NUMBER OF STUDENTS ENROLLED IN SPECIFIC ARTS DISCIPLINE PROGRAMS

For high schools only—community or elementary and middle schools offering arts instruction within the regular school day, skip Section D and complete Section B or C, as appropriate.

Please indicate the grade levels taught in your school:

Please indicate the number of participants (head count), during the academic year noted on the cover page of this report, in each of the programs offered. You may use “Other (please specify)” for programs not listed. If applicable, count individuals more than once. (Please use an additional sheet if necessary.)

DEFINITIONS OF TERMS USED IN SECTION II.D.:

Major – student declared for a specific program of focused preparation for advanced professional study or career entry in a single arts discipline, whether or not the student intends to pursue that discipline after high school. If your institution offers a major program that combines arts disciplines, please identify and report enrollment under “other” on the following page.

Minor – student declared for a specific program of focused study in a second art form in addition to major.

General – student engaged in study through course work or experience on a required or elective basis.

	Arts Discipline Program	Number Enrolled in Year of Report	Number Graduating* in Year of Report
(01)	DANCE TOTAL		N/A
(02)	Majors		
(03)	Minors		
(04)	General		N/A
(05)	MUSIC TOTAL		N/A
(06)	Majors		
(07)	Minors		
(08)	General		N/A
(09)	THEATRE TOTAL		N/A
(10)	Majors		
(11)	Minors		
(12)	General		N/A
(13)	VISUAL ARTS TOTAL		N/A
(14)	Majors		
(15)	Minors		
(16)	General		N/A
(17)	CREATIVE WRITING TOTAL		N/A
(18)	Majors		
(19)	Minors		
(20)	General		N/A

*Please use “N/A” if graduation does not apply.

(Section II.D. continues on the following page)

SECTION II: ENROLLMENT (continued)

D. HIGH SCHOOLS (continued)

	Arts Discipline Program (continued)	Number Enrolled in Year of Report	Number Graduating* in Year of Report
(21)	OTHER— Please specify title: _____ TOTAL		N/A
(22)	Majors		
(23)	Minors		
(24)	General		N/A
(25)	OTHER— Please specify title: _____ TOTAL		N/A
(26)	Majors		
(27)	Minors		
(28)	General		N/A
(29)	TOTAL		

*Please use "N/A" if graduation does not apply.

Section III: Faculty

INSTRUCTIONS

A. TOTAL FACULTY

Please indicate the total number of individuals who taught in any discipline—art and other—at your institution during the academic year noted on the cover page of this report:

B. TOTAL ARTS FACULTY BY DISCIPLINE

In each of the following discipline areas, please indicate the total number of individuals, and the number of full-time, part-time, and visiting* faculty who taught at your institution during the academic year noted on the cover page of this report: *(Please enter “N/A” if any line item does not apply.)* [*“Visiting”—employed less than one month in a 12-month period.]

	Arts Discipline	Number of Faculty in Year of Report
(01)	DANCE TOTAL	
(02)	Full-Time	
(03)	Part-Time	
(04)	Visiting	
(05)	MUSIC TOTAL	
(06)	Full-Time	
(07)	Part-Time	
(08)	Visiting	
(09)	THEATRE TOTAL	
(10)	Full-Time	
(11)	Part-Time	
(12)	Visiting	
(13)	VISUAL ARTS TOTAL	
(14)	Full-Time	
(15)	Part-Time	
(16)	Visiting	
(17)	CREATIVE WRITING TOTAL	
(18)	Full-Time	
(19)	Part-Time	
(20)	Visiting	

Please use “N/A” in any line that does not apply.

(Section III.B. continues on the following page)

SECTION III: FACULTY (continued)

Arts Discipline (continued)		Number of Faculty in Year of Report
(21)	OTHER (Please specify) _____ TOTAL	
(22)	Full-Time	
(23)	Part-Time	
(24)	Visiting	
(25)	OTHER (Please specify) _____ TOTAL	
(26)	Full-Time	
(27)	Part-Time	
(28)	Visiting	
(29)	OTHER (Please specify) _____ TOTAL	
(30)	Full-Time	
(31)	Part-Time	
(32)	Visiting	
(33)	TOTAL—ALL ARTS FACULTY	

C. TOTAL GENERAL EDUCATION FACULTY BY DISCIPLINE

If your school does not offer general education, please enter "N/A" as the total for Section III.C. (line 33).

In each of the following general education discipline areas, please indicate the total number of individuals, and the number of full-time, part-time, and visiting faculty who taught at your institution during the academic year noted on the cover page of this report: *(Please enter "N/A" if any line item does not apply.)*

Subject Area		Number of Faculty in Year of Report
(01)	ELEMENTARY CLASSROOM TEACHING TOTAL	
(02)	Full-Time	
(03)	Part-Time	
(04)	Visiting	

Please use "N/A" in any line that does not apply.

(Section III.C. continues on the following page)

SECTION III: FACULTY (continued)

	Subject Area (continued)	Number of Faculty in Year of Report
(05)	ENGLISH TOTAL	
(06)	Full-Time	
(07)	Part-Time	
(08)	Visiting	
(09)	MATH TOTAL	
(10)	Full-Time	
(11)	Part-Time	
(12)	Visiting	
(13)	SCIENCES TOTAL	
(14)	Full-Time	
(15)	Part-Time	
(16)	Visiting	
(17)	HISTORY/SOCIAL SCIENCES TOTAL	
(18)	Full-Time	
(19)	Part-Time	
(20)	Visiting	
(21)	FOREIGN LANGUAGES TOTAL	
(22)	Full-Time	
(23)	Part-Time	
(24)	Visiting	
(25)	OTHER (Please specify) _____ TOTAL	
(26)	Full-Time	
(27)	Part-Time	
(28)	Visiting	
(29)	OTHER (Please specify) _____ TOTAL	
(30)	Full-Time	
(31)	Part-Time	
(32)	Visiting	
(33)	TOTAL—GENERAL EDUCATION FACULTY	

Please use "N/A" in any line that does not apply.

Section IV: School Administrative Personnel and Procedures

SCHOOL EXECUTIVE

For purposes of this survey, the School Executive is defined as the administrator of the school.

1. Is the school executive appointed by a Board of Directors? Yes _____ No _____

2. Is the school executive appointed by a School Superintendent or School Board? Yes _____ No _____

3. Is the school executive appointed by the chief administrator/artistic director of an affiliated entity? Yes _____ No _____

4. What is the school executive's title?

5. What is the school executive's primary academic discipline (*i.e., dance, music, theatre, visual arts, creative writing, English, math, chemistry, history, business, economics, education, etc.*)?

6. Is the school executive's salary based on an 11–12 month period? Yes _____ No _____

If no, upon how many months is the salary based?

Section V: Direct or Allocated Expenditures and Income

A. OVERVIEW OF INSTRUCTIONAL AND OPERATIONAL EXPENSES

Please do not include equipment or building expenses or debt service in this section.

PLEASE NOTE: If your Self-Study includes an audited financial statement or if you wish to submit a current audited statement as part of this report, you may skip Section V.A. and proceed to Section V.B.

This section seeks summary information on the budgeted instructional and operational expenses of the school for the fiscal year related to the school year noted on the cover page of this report. Please use the categories provided as appropriate. If you cannot provide exact information, please estimate. You may use "All Other Expenses" for those that do not fit into any of the categories listed. It is important to include all budgeted expenses of the school in some section of the questionnaire. If no budgeted expenses exist in a particular category, regardless of budget source, place "N/A" in the box.

INSTRUCTIONAL AND OPERATIONAL EXPENSES	Budgeted Expenses in Year of Report
a. Salaries (exclusive of benefits and employer FICA) <i>[include all personnel]</i>	(01) \$ <input style="width: 150px; height: 25px;" type="text"/>
b. Employee-Related Expenses (benefits, FICA, etc.)	(02) \$ <input style="width: 150px; height: 25px;" type="text"/>
c. Visiting Artists/Teachers (less than one month)	(03) \$ <input style="width: 150px; height: 25px;" type="text"/>
d. Financial Aid and Scholarships	(04) \$ <input style="width: 150px; height: 25px;" type="text"/>
e. Productions, Presentations, Exhibitions	(05) \$ <input style="width: 150px; height: 25px;" type="text"/>
f. Library/Learning Resources (all media)— <i>not equipment</i>	(06) \$ <input style="width: 150px; height: 25px;" type="text"/>
g. Instructional Resources, Textbooks, and Supplies— <i>not equipment</i>	(07) \$ <input style="width: 150px; height: 25px;" type="text"/>
h. Public Relations and Fundraising (non-production/exhibition)	(08) \$ <input style="width: 150px; height: 25px;" type="text"/>
i. All Other Expenses	(09) \$ <input style="width: 150px; height: 25px;" type="text"/>
TOTAL INSTRUCTIONAL AND OPERATIONAL EXPENSES <i>(Sum of 01-09)</i>	(10) \$ <input style="width: 150px; height: 25px; border: 3px double black;" type="text"/>

SECTION V: DIRECT OR ALLOCATED EXPENDITURES AND INCOME (continued)

B. EQUIPMENT AND BUILDING EXPENSES

1. Equipment

a. Purchases

Budgeted Expenses

\$	
----	--

b. Leases and Rentals

\$	
----	--

c. Repair

\$	
----	--

2. Building

a. Renovation and Repair (budgeted in year of report)

\$	
----	--

b. Leases and Rentals

\$	
----	--

c. New Construction (capital expenditures)

\$	
----	--

Please describe.

--

TOTAL EQUIPMENT AND BUILDING BUDGET

(Sum of Section V.B.)

\$	
----	--

**C. TOTAL ANNUAL DEBT SERVICE
(all categories)**

\$	
----	--

D. TOTAL EXPENSES

This figure should include all expenses of the school that have been recorded in Sections V., A., B., and C.

\$	
----	--

SECTION V: DIRECT OR ALLOCATED EXPENDITURES AND INCOME (continued)

E. SOURCES OF INCOME

This section seeks information on the budgeted income sources for the fiscal year related to the school year noted on the cover page of this report. Please use the categories provided as appropriate. **Include only budgeted income expected during the fiscal year in question.** For example, a three-year grant from a state governmental agency would be recorded as including only that amount allocated during the specified fiscal year.

You may use “Other (*Please specify*)” for expenses that do not fit into the categories listed.

If you cannot provide exact information, please estimate. It is important to include all budgeted income.

		Budgeted Income
1.	Budgeted School Income (tuition, fees, governmental operating allocation, etc.)	\$ <input style="width: 100%; height: 20px;" type="text"/>
1.a.	Provide the minimum number of students needed to meet the operating budget for the academic year noted on the cover page of this report, including maximum debt service costs (amount of principal and interest on current debt at its highest expected level).	<input style="width: 100%; height: 20px;" type="text"/>
2.	Endowment (special funds provided from endowment for the school or its administrative entity)	\$ <input style="width: 100%; height: 20px;" type="text"/>
3.	Governmental Grants (special grants from national, state, or local governmental funding agencies)	\$ <input style="width: 100%; height: 20px;" type="text"/>
4.	Foundation/Corporation Support (special grants from private foundations and/or corporations)	\$ <input style="width: 100%; height: 20px;" type="text"/>
5.	Private Gifts	\$ <input style="width: 100%; height: 20px;" type="text"/>
6.	Ticket Sales, Commissions, Rentals, Events, etc.	\$ <input style="width: 100%; height: 20px;" type="text"/>
7.	Other (<i>Please specify</i>) <input style="width: 250px; height: 20px;" type="text"/>	\$ <input style="width: 100%; height: 20px;" type="text"/>
8.	Other (<i>Please specify</i>) <input style="width: 250px; height: 20px;" type="text"/>	\$ <input style="width: 100%; height: 20px;" type="text"/>
9.	Other (<i>Please specify</i>) <input style="width: 250px; height: 20px;" type="text"/>	\$ <input style="width: 100%; height: 20px;" type="text"/>
TOTAL BUDGETED INCOME		\$ <input style="width: 100%; height: 20px;" type="text"/>

