

# TRACS SCHOOL GUIDE – ANNUAL SURVEYS

## Bayside Projects Consulting Free Download Reference Guide

Suggested surveys for TRACS-accredited schools. TRACS requirements and standards are subject to change. We recommend confirming your institution's surveys comply with best practices, licensing, TRACS, and any additional regulatory standards that may apply.

Survey	Frequency	Survey Report	Present Survey Report at the following meetings			
			January Meetings	April Meetings	July Meetings	October Meetings
<b>GRADUATE SURVEY</b>	At the time of the Exit Interview	Prepare quarterly	X	X	X	X
<b>STUDENT SURVEY</b>	Choose what works best for you, depending on program length: once for every academic year or at SAP time. Students should be surveyed at least once while attending school.	Prepare annually in January	X			
<b>EMPLOYER SURVEY</b>	At the time school is informed graduate is working and files the employment verification.	Prepare quarterly	X	X	X	X
<b>EMPLOYEE SURVEY</b>	Conducted annually. Provided to all employees: administrative and faculty.	Prepare annually in January	X			
<b>POLICIES AND PROCEDURES SURVEY</b>	Conducted annually. Provided to administrative personnel, faculty, PAC members, students, and graduates.	Prepare annually in January	X			
<b>END OF COURSE SURVEY</b>	Conducted at the end of each term or course.	Prepare quarterly or at the end of each term.	X	X	X	X

Need assistance with your institution's TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).