

MAILING PAPER STUDENT TALLY SHEETS & PARENT SURVEYS

Go to <http://www.saferoutesinfo.org/data/> which looks like the page below. Click, print and follow directions in links 1 - 5.

1

Read a One-Page Overview of Data Collection

Data System Instructions (PDF)
Provides step-by-step instructions on how to use the data collection and reporting system.

6

Standardized Forms Instructions
These basic instructions explain how to distribute and collect the two standardized forms.

2

In-Class Student Tally Form
This one-page form can be used to collect information about student travel to and from school at the classroom-level.

3

Parent Survey
This two-page form can be used to collect information about student travel, important issues, and parental attitudes. We offer paper-based and online survey collection.

4

Access the Data System
Create or return to an account, enter new data from paper forms, and view summary reports. Please note — the Data System will open in a new window.

7

How to Mail Data for Processing
Local programs that don't need quick access to data can send it to the National Center for processing.

5

Parent Survey About Walking and Biking to School

Dear Parent or Completee:
Your SRTS school wants to know your thoughts, ideas and feedback on the survey. Please fill out the survey for your child. The survey is confidential and will only be used for program planning. Thank you for participating in this survey.

1. What is the grade of the child who brought home the survey?
2. In the child who brought home the survey...

General instructions for using the SRTS online data collection and reporting system.

6

Print This Complete Step-by-Step Instruction for Online Tally & Survey Submission 58 pages

Instructions for mailing Parent Survey and/or Student Travel Tally data to the National Center

5

Data system overview: Please print and manually enter data into the online system. The following instructions are arranged in the order that you should follow to complete the survey. Please print and manually enter data into the online system. The following instructions are arranged in the order that you should follow to complete the survey.

Safe Routes to School Students Arrival and Departure Tally Sheet

CAPITAL LETTERS ONLY - BLUE OR BLACK INK ONLY

Teacher's Last Name: _____

Teacher's First Name: _____

Grade: _____

Monday's Date: _____

Number of Students Enrolled in Class: _____

National Safe Routes to School Program Tracking System

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account or log in if you are a returning user.

RETURNING USERS - Please log in below.

NEW USERS - If you do not already have an account.

First Name: _____
Last Name: _____
E-mail: _____
Phone: _____
State: _____
Create a Password: _____
Repeat Password: _____

Data Entry Cover Sheets

This 25 page document provides instructions for local SRTS programs to use for generating the cover sheets needed when sending their completed Student Tallies and/or Parent Surveys to the National Center for processing. The information requested is needed to properly store data from the questionnaires in the data system.

When the **Access the Data System** link is clicked at 7 (top of page) or if you go to www.saferoutesdata.org, this is the page that will load. To submit your paper (hard copies) Tallies & Surveys by mail, please follow the instructions as outlined in 5 above to generate and print the required cover sheet(s). The instructions will first have you identify the scenario which best describes your current stage of access to the data system – new or returning, then will guide you through the appropriate process.

Terms:

"Data" and "Data Collection" simply refers to electronic or paper (hard copy) information that is collected in the process of completing Student Tally Sheets, Parent Surveys, Travel Plans, etc.

The **"Data System"** is a repository for the data, providing immediate access for downloading data and sharing summary reports, etc.