

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

(Revised June 2010)



Preparing your data to mail involves using the online system to generate cover sheets to attach to your data. It will take you approximately 15 minutes to go through these instructions, provide the information requested and generate the necessary cover sheet(s). Also, don't be alarmed by the number of pages in these instructions. They contain pictures of the screens you will be navigating and some of the instruction sections apply to only certain users.

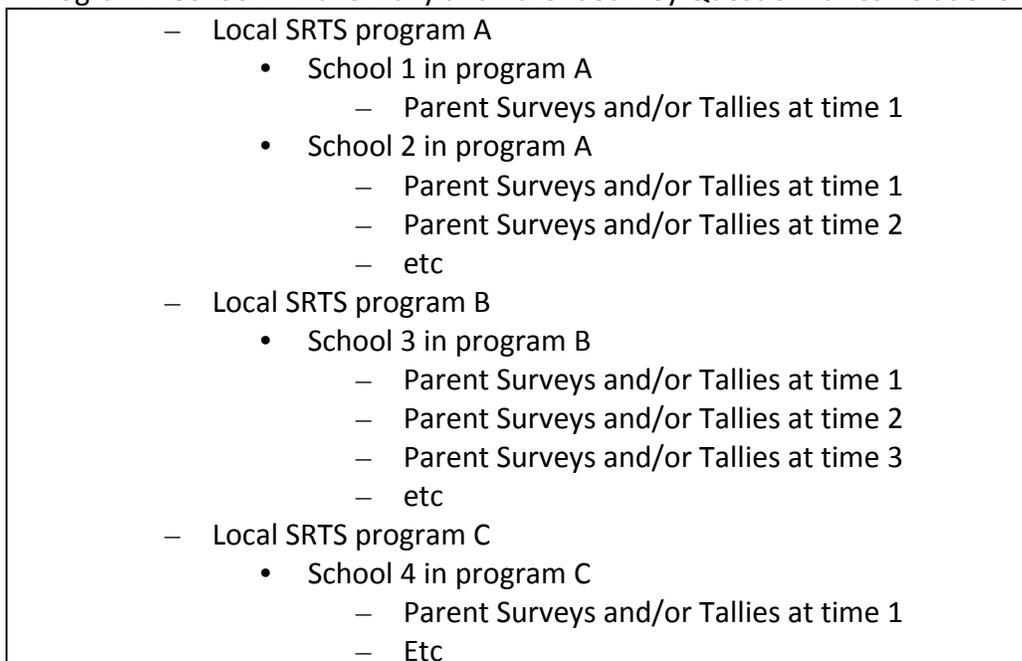
Data system overview. **Please read**

In early June 2010, the National Center for Safe Routes to School updated the online data collection system. The following instructions walk you through the process of generating and printing the cover sheet(s) that you need to include with the Parent Surveys and/or Student Travel Tally hard copies. These cover sheets are needed for the National Center to process your questionnaires and ensure they are assigned to the appropriate program and school.

One of the big changes is the newly designed cover sheets that are needed when mailing the Travel Tallies and/or Parent Surveys. In the updated data system, you enter and update your program information and school information directly online and then print the cover sheets. These new cover sheets replace the old forms "Background Information Page" and the "School Information Page, which you had to print and manually write your responses.

As you go through the online system, it is useful to understand that your program, school and questionnaire data are arranged in a hierarchy. The diagram below displays how programs, schools and the Parent Survey and Travel Tallies are related in the data system. A local SRTS program can have one or more schools in that program. Each of the schools in that program can contain Student Travel Tallies and/Parent Surveys from one or more data collection periods.

Program→School→Travel Tally and Parent Survey Questionnaires Relationship



GETTING STARTED

Please follow these steps to send your completed Student Travel Tallies and/or Parent Surveys to the National Center for Safe Routes to School for processing:

1. Collect information using the Student Travel Tally Sheet and/or the Parent Survey.
2. Gather all completed Tallies and Surveys hard copies sorting them by school and Travel Tally and/or Parent Surveys for that school.
3. Identify the scenario below that best describes your situation and then follow the step-by-step instructions as indicated.

WHICH SCENARIO BEST DESCRIBES YOU?

- I am new to the data system. I do not have a user account and I don't believe anyone else has included my local Safe Routes to School program in the data system. (Go to page 3 in this document)
- I am new to the data system, but I believe my local SRTS program already exists in the data system. (Go to page 12 in this document)
- I am a returning user and my local SRTS program already exists in the data system. (Go to page 14 in this document)
- I am a returning user but I need to create a new local SRTS program in the data system. (Go to pages 14 and 15 in this document and pay particular attention to Steps 1 and 2a)

New Users

Instructions for scenario: I am new to the data system. I do not have a user account and I don't believe anyone else has included my local Safe Routes to School program in the data system.

Pages 3-11 describe the process you need to create the required cover sheets for your Student Travel Tallies and Parent Surveys. Don't be alarmed by the number of instructional page. These pages consist of pictures and simple step-by-step text. After you navigate the data system a few times, you will find generating and printing cover sheets to be easy.

Step 1: Create your user account.

Step 1a. First, go to www.saferoutesdata.org

Step 1b. Then, under the "New User" section, enter the requested information.

Step 1c. Next specify your activity by selecting, "I want to enter data for a NEW program with one or more schools." Press **Submit**.

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 a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and 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.

E-mail:

Password:

[Forgot password?](#)

Please note that the online system feature that automatically creates summary reports of the Travel Tally and/or Parent Survey data will be available by the end of June.

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

*First Name:

*Last Name:

*E-mail:

*Phone:

*State:

*Create a Password:

*Retype Password:

*Specify your activity (select one):

I want to enter data for a NEW program with one or more schools.

I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.

Step 2: Create a local SRTS program in the online system which will be associated with the user account you created in Step 1.

Step 2a. Provide your program contact person's information

Then click the "Save & Continue to Funding History" button at the bottom of the page.

Note: if you click the "Save Changes" button it will simply save and display the information you just keyed. To continue, select the "Continue to Funding History"

The screenshot shows a web interface for adding program information. At the top right, it says "You are signed in as [Bill Test](#) [Sign Out](#)". The main heading is "Add Program Information". Below this is a paragraph: "Please make changes as needed to the information about this SRTS program. This information will be associated with the schools in this particular program and corresponding data from the Student Travel Tally and Parent Surveys questionnaires." The form contains the following fields: *Program Name: [text input]; *Lead Organization: [text input]; *Organization Type: [-Select-] [dropdown]; *City: [text input]; *State: [Test State] [dropdown]; Zip Code: [text input]; *Contact First Name: [Bill] [text input]; *Contact Last Name: [Test] [text input]; Contact Role: [-Select-] [dropdown]; *Contact Phone: [999-999-9999] [text input]; *Contact Email: [Btest@univc.edu] [text input]. At the bottom, there are two buttons: "Save & Continue to Funding History" (circled in red) and "Save Changes". On the left side, there is a navigation menu with the following items: Program (highlighted in green), Program Information (highlighted in green), Funding, Activity, Schools, School Information, Involvement, Tally/Survey, Mail Data to National Center, Enter New Data or View Existing, Add Time Period, My Profile, My Account, and Request Permission.

Helpful user tips:

- 1) Using the "Save & Continue to..." button at the bottom of the pages will walk you through the program and school information needed to generate and print the cover sheets that are required when mailing your Parent Surveys and Travel Tallies.
- 2) The data system's menu (located on the left) highlights your location as you navigate the web pages. For example, when visiting Program Information, that option is shaded green.

Step 2b. Select “Add Program Funding Info” then provide information about your local SRTS program’s funding.

After entering the funding info, click the “Save & Continue to Activity” button.

Note: if you click the second button, “Save & View Funding History,” you are taken to a page that shows the record you just created (screen display not shown here). To continue to Funding Activity, either select “Edit” in the record you created and then click “Save & Continue to Activity” button, or simply click the “Activity” under the Program section in the left menu.

The image displays two screenshots of a web application interface. The top screenshot shows the "Program Funding History" page for "Bill's Sample Program". The page header includes "Bill's Sample Program" and navigation links for "Program List" and "School List". A sidebar on the left lists various menu items under categories like "Program", "Schools", "Tally/Survey", "My Profile", and "Manage Users". The main content area shows "Program Funding History" with a message: "There is no funding history for this program. Please [Add Program Funding Info](#)". A red circle highlights the "Add Program Funding Info" link, and a red arrow points down to the second screenshot. The bottom screenshot shows the "Add Program Funding" form. The form title is "Add Program Funding" and the instruction is "Add new funding information for this program by completing the questions below." The form includes fields for "Program Name" (Bill's Sample Program), "Month" and "Year" dropdowns, a "Not Applicable" checkbox, and several checkboxes for funding sources: "Federal/State ex. CMAQ, TE Funds", "Local Government", "Non-Profits/Foundation", "For-Profit Business/Organization", "Other", and "Don't Know". There are also dropdown menus for "Is this program currently part of either a state or federally funded SRTS Program?", "Is this program applying for either State or Federal SRTS funds?", and "Does this program collect additional SRTS-related data?". At the bottom of the form, three buttons are visible: "Save & Continue to Activity" (circled in red), "Save & View Funding History", and "Cancel".

Step 2c. Select “Add Program Activity Info” then specify the activity(s) that have or will occur as part of your program.

After marking the activities, scroll to the bottom of the Add Program Activity page and click the “Save & Continue to School” button.

The screenshot displays a web interface for managing program activities. At the top, a header for "Bill's Sample Program" includes links for "Program List" and "School List", and a user status "You are signed in as Bill Test Sign Out".

The main content area is divided into two sections:

- Program Activity History:** This section indicates that there is no activity history for the program and provides a link to "Add Program Activity Info". Below this, it offers links for "Funding Info" and "Program Info".
- Add Program Activity:** This section prompts the user to mark specific activities for the program. It includes a "Program Name" field (set to "Bill's Sample Program") and a "*Activity Info Current as of:" field with dropdown menus for "Month" and "Year".

The "Add Program Activity" section lists various activities under two categories:

- Engineering:** Includes checkboxes for Sidewalks, Accommodations for students with disabilities, Bicycle lanes, Off-road walking/bicycling paths, Crosswalks, Crossing refuge island, Traffic calming, Speed monitoring and feedback devices, Signs, Speed limit reduction near schools, Pavement or curb markings or legends, Bicycle parking, Lighting, Traffic controls, Pick up and drop off areas, Assessment, School construction policy, and Other.
- Education:** Includes checkboxes for Pedestrian and bicycle safety instruction, Pedestrian skills practice, Bicycle skills practice, Personal safety skills, Safe driving near the school, and Benefits of walking/bicycling.

A sidebar on the left contains navigation links for Program, Schools, Tally/Survey, My Profile, and Manage Users.

Step 3. Add School Information.

Step 3a. Select “Add a School” to create the school(s) that are involved in your local SRTS program.

Enter the school contact information and click the “Save & Continue to School Involvement” button.

If you click the “Save Changes” button, you will see the information you just entered and you can continue by clicking the “Save & Continue to School Involvement,” which will appear on that page.

The image displays two screenshots of a web application interface. The top screenshot shows the 'Bill's Sample Program' page with a sidebar on the left containing navigation links like 'Program Information', 'Funding', 'Activity', 'Schools', 'Tally/Survey', 'My Profile', and 'Manage Users'. The main content area is titled 'School(s) Information' and contains the text: 'There are no schools listed that are participating in the Bill's Sample Program program. Please [Add a School](#)'. The 'Add a School' link is circled in red. A red arrow points from this link down to the 'Add School Information' form in the bottom screenshot. The bottom screenshot shows the 'Add School Information' form with fields for 'Local Program' (set to 'Bill's Sample Program'), 'School Name', 'Address 1', 'Address 2', 'City' (set to 'Billville'), 'State' (set to 'Test State'), 'Zip Code', 'Contact First Name' (set to 'Bill'), 'Contact Last Name' (set to 'Test'), and 'Contact Email' (set to 'Btest@univc.edu'). At the bottom of the form are three buttons: 'Save & Continue to School Involvement', 'Save Changes', and 'Cancel'. A red asterisk and the text '* Required Field' are visible at the bottom left of the form area.

Step 3b. Select “Add School Involvement Info” to provide information about the school’s grades and student enrollment.

After you have entered information for this school, click “Save & Print to Mail Tallies/Surveys”

The image consists of two screenshots from a web application. The top screenshot shows the 'Sample Elementary' page with a sidebar on the left and a main content area. In the main content area, under 'School Involvement History', there is a link 'Add School Involvement Info.' which is circled in red. A red arrow points from this link down to the 'Add School Involvement' form in the bottom screenshot. The bottom screenshot shows the 'Add School Involvement' form with various input fields and checkboxes. At the bottom of the form, there are three buttons: 'Save & Print to Mail Tallies/Surveys' (circled in red), 'Save & Print Online Tallies/Surveys', and 'Save & View School Involvement History'. The sidebar on the left contains various navigation links such as 'Program Information', 'Funding', 'Activity', 'Schools', 'Tally/Survey', 'My Profile', and 'Manage Users'.

Step 4. Create Travel Tally and/or Parent Survey sets in order to **PRINT** the cover sheets.

4a. Verify that the school you created appears in the drop down menu.

4b. Select “Add New Time Period.”

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the “Add New Time Periods” will take you to the same page.

Bill's Sample Program
Sample Elementary
You are signed in as [Bill Test](#) [Sign Out](#)

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

Program test
PRINT Travel Tally and Parent Survey Data Collection History

Program Information
Funding
Activity

Schools
School Information
Involvement

Tally/Survey
Mail Data to National Center
Enter New Data or View Existing
Add Time Period

My Profile
My Account
Request Permission

Manage Users
View and Grant Permissions

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set record and/or one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(s) in the "Print to Mail" column
- Click "Print Selected Records to Mail" button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Program: **Bill's Sample Program**
School that collected the Travel Tallies or Parent Surveys: **Sample Elementary**

All schools in this program for which you have edit level access will appear in list.
School not listed? Click here to [search existing schools](#).
Click here to [add new school](#).

Travel Tally
[Add New Time Period](#)
No tally records were returned.

Parent Survey
[Add New Time Period](#)
No survey records were returned.

For more information: [Program Info](#) [School Info](#)

Step 4c. Next, re-verify that the school name in the drop down menu is correct.
 Then, mark the check box next to the Student Travel Tally and/or Parent Survey labels.
 The area for entering the Tally set and/or Parent Survey set information will appear.

Bill's Sample Program
 Sample Elementary
 To select a different program, view the [Program List](#)
 To select a different school, view the [School List](#)
 You are signed in as [Bill Test](#)
[Sign Out](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Add Time Period
 Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: **Sample Elementary**

Only schools for which you have edit-level permission will appear in list.
 School not listed? Click here to [search existing schools](#).
 Click here to [add new school](#).

I am submitting information on:
 Student Travel Tallies
 Parent Surveys

[Save & Print to Mail Tallies/Surveys](#)
[Save & Enter Online Tallies/Surveys](#)
[Save Only](#)
[Cancel](#)

Step 4d. Enter the set information requested
 Then, click the “Save & Print to Mail Tallies/Surveys” button located at the bottom of the page. This navigates back to the “Mail Data to the National Center (see left menu)

To select a different program, view the [Program List](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Add Time Period
 Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: **Sample Elementary**

Only schools for which you have edit-level permission will appear in list.
 School not listed? Click here to [search existing schools](#).
 Click here to [add new school](#).

I am submitting information on:
 Student Travel Tallies
 Parent Surveys

Student Travel Tallies

*What month and year was the majority of the Student Travel Tally forms collected? --Select Month-- --Select Year--

*What is the approximate number of classrooms at this school that were targeted by this SRTS program?

Which period best describes the program status when these Student Travel Tallies were collected? --Select--

Notes:

Parent Surveys

*What month and year was the majority of the Parent Survey questionnaires were collected? --Select Month-- --Select Year--

*How many Parent Surveys were distributed?

Which period best describes the program status when these Parent Surveys were collected? --Select--

NOTE: Need to create more than one school? If yes, repeat Step 3a-b for each additional school and then repeat Step 4a-d for each Tally and/or Survey set. Once all your schools and corresponding sets are created, continue with Steps 4e and 5 to print and mail all the cover sheets. To navigate to the page for adding another school, click **School Information** in the left menu or select **add a new school**.

Step 4e. Notice that the Student Travel Tally and/or Parent Survey you just created are now visible on this page.

****Important**** Verify that the check the box(es) are marked next to the set(s) information that corresponds to the hard copies Travel Tallies or Parent Survey you will be mailing to the National Center. This is particular important if you have multiple sets for the same school.

Next, click "Print Selected Records to Mail" to generate a PDF file that contains your cover sheet(s).

If the PDF file does not open, check to see if you have Adobe Reader installed on your computer. To download a free copy of Adobe Reader please visit.

<http://get.adobe.com/reader/>

STEP 5. **PLEASE GO TO PAGE 24 FOR STEP 5.

Program: Bill's Sample Program

Sample Elementary

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

You are signed in as [Bill Test](#)
[Sign Out](#)

Program **PRINT Travel Tally and Parent Survey Data Collection History**
[Program Information](#)
[Funding](#)
[Activity](#)

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set record and/or one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(es) in the "Print to Mail" column
- Click "Print Selected Records to Mail" button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Program: Bill's Sample Program
 School that collected the Travel Tallies or Parent Surveys: [Sample Elementary](#)

All records in this collection for which you have edit level access will appear in list. School not in list? [Click here to add new schools.](#)
[Click here to add new schools.](#)

[View](#)

Travel Tally
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Tallies	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

Parent Survey
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Surveys	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

[Print Selected Records to Mail](#)
[View Data Collection Details](#)

For more information: [Program Info](#) [School Info](#)

New User

For scenario: I am a new to the data system, but I believe my local SRTS program already exists in the data system.

Step 1: Create your user account.

Step 1a. Go to www.saferoutesdata.org

Step 1b. Under the "New User" section, key the requested information.

Step 1c. Next, specify your activity by selecting, "I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information."

**If someone has already created an account for the local SRTS program of interest, then you will need to request access to the schools from the person listed as the local contact for that SRTS program. The following instructions describe how to request access.

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 a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and 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.

E-mail:

Password:

[Forgot password?](#)

Please note that the online system feature that automatically creates summary reports of the Travel Tally and/or Parent Survey data will be available by the end of June.

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

*First Name:

*Last Name:

*E-mail:

*Phone:

*State:

*Create a Password:

*Retype Password:

*Specify your activity (select one):

I want to enter data for a NEW program with one or more schools.

I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.

Step 2. Request permission by selecting the local program's state and city that contains the school(s) of interest. Search by a school to refine your search as needed.

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Request Permission

Use the search fields to identify which school(s) you would like to request permission to access.

*

*

* Indicates a required field

After you select a state and city, the schools that are in the data system from that city will appear.

Note: a local program can have schools in other cities, so if you want permission for all the schools in a local program you will need to know the city/cities of that school(s) and search within each city. Conversely, all the schools in a particular city may not be associated with the same local program, so you will want to review the school list returned by your search carefully.

School	School City	Program Name	Permission Level Requested
			Request permission for ALL schools in List <input type="radio"/> Edit <input type="radio"/> View Only
Sample 2 Elem	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access
Sample Elementary	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access

Step 2a. Using the radio buttons, select which school(s) you would like to access and which permission level. Since you have data you want to add to a school, in most cases you will want to select “EDIT” level permission.

“Edit” level permission give you the ability to add/edit data for a particular school.

“View only” level permission allows you to see, but not add or edit data for a particular school.

Next, click the “Request Permission” button after you have marked the desired permission level for each school.

An email automatically will be sent to the local program contact stating your request. If you know the local contact person, you may want to email them as well because on occasion the auto-generated request email is treated as spam.

After the local program contact person approves your request, you have the ability to access the schools within the local program of interest. Please **go to page 14** in this document for instructions on generating and printing the Travel Tally and Parent Survey cover sheets for the local program’s school(s).

Returning Users

For scenario: I am a returning user and my local SRTS program already exists in the data system.

Pages 14-24 describe the process you need to create the required cover sheets for your Student Travel Tallies and Parent Surveys. Don't be alarmed by the number of instructional page. These pages consist of pictures and simple step-by-step text. After you navigate the data system a few times, you will find generating and printing cover sheets to be easy.

Step 1: Access your user account

Step 1a. First, go to www.saferoutesdata.org

Step 1b. Then, under the "Returning User" section, enter your email address and password.

If you have forgotten your password, click the "Forgot password?" link.

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 a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and 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.

E-mail:
Password:

[Forgot password?](#)

Please note that the online system feature that automatically creates summary reports of the Travel Tally and/or Parent Survey data will be available by the end of June.

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

*First Name:

*Last Name:

*E-mail:

*Phone:

*State:

*Create a Password:

*Retype Password:

*Specify your activity (select one):

I want to enter data for a NEW program with one or more schools.

I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.

Step 2: Access your local SRTS program(s) in the online system.

Step 2a. Click on the name of the local SRTS program of interest.

**If you are trying to create a new local SRTS program in the system, click "Add new program" and proceed to Page 4 in this document for those instructions.

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program
Welcome to the National Safe Routes to School Program Tracking System

Program Information
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit information about that local program, the school(s) within that program and any Student Travel Tally and Parent Surveys associated with those schools.

You have access to the following program(s):

[Add New Program](#)

Program Name	City	Last Updated	Permission
Sample SRTS Program	Chapel Hill	06/22/10	Admin Level Permissions
ab's friday test program	testville	06/18/10	View Level Only

Step 2a continued: Review your program contact information.

If no changes are needed, click the “Save & Continue to Funding History” button

Note: if changes are needed click the “Edit” button, make the necessary changes and then click the “Save & Continue to Funding History” button

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

Program

- Program Information**
- Funding
- Activity

Schools

- School Information
- Involvement

Tally/Survey

- Mail Data to National Center
- Enter New Data or View Existing
- Add Time Period

My Profile

- My Account
- Request Permission

Manage Users

- View and Grant Permissions

Program Information

You are viewing information for **Sample SRTS Program**.

The following is the most recent program level information in the system for this program corresponding data from the Student Travel Tally and Parent Surveys questionnaires

To select a different program, click on [Program List](#).

Program Name: Sample SRTS Program
Lead Organization: Sample SRTS Program
Organization Type: Local/Regional Government Agency
City: Chapel Hill
State: North Carolina
Zip Code: 27510

Contact First Name: Bill
Contact Last Name: Sample
Contact Role: Lead Organization
Contact Phone: 9198436794
Contact Email: bsample@hsrc.unc.edu

Step 2b. Review and edit this program's funding history and add new funding information. To review and edit the most recent funding information, click the "Edit" link next to the most recent month and year in the Date Current column.

Click the "Add Funding Status" text to add new funding information.

After editing/adding the funding info, click "Save & Continue to Activity" button.

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#) You are signed in as [Bill Sample](#)
[Sign Out](#)

Program

- [Program Information](#)
- Funding**
- [Activity](#)

Schools

- [School Information](#)
- [Involvement](#)

Tally/Survey

- [Mail Data to National Center](#)
- [Enter New Data or View Existing](#)
- [Add Time Period](#)

Program Funding History

This is the history of the **Sample SRTS Program** program.

Each record below helps track this SRTS program's funding. Click on "Add Funding Status" to add new funding information or select "Edit" to change an existing entry.

Funding Status Info: [Add Funding Status](#)

ID #	Date Current	Edit	Delete	View Only
1372	June 2010	Edit	Delete	View Only
1365	October 2009	Edit	Delete	View Only

For more information on this program: [Activity Info](#) [Program Info](#)

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

Program

- [Program Information](#)
- Funding**
- [Activity](#)

Schools

- [School Information](#)
- [Involvement](#)

Tally/Survey

- [Mail Data to National Center](#)
- [Enter New Data or View Existing](#)
- [Add Time Period](#)

My Profile

- [My Account](#)
- [Request Permission](#)

Manage Users

- [View and Grant Permissions](#)

Edit Program Funding

Edit funding information for this program by completing the questions below.

Program Name: Sample SRTS Program

*The month and year when the program data you are providing was current: June 2010

Is this program currently part of either a state or federally funded SRTS Program? No

*Amount of State or Federal funding awarded: 1000 Not Applicable

Does this program receive other SRTS funding from different sources? (mark each box that applies)

- Federal/State ex. CMAQ, TE Funds
- Local Government
- Non-Profits/Foundations
- For-Profit Business/Organization
- Other
- Don't Know

Is this program applying for either State or Federal SRTS funds? Yes

Does this program collect additional SRTS-related data? (for research or evaluation purposes beyond the Student Travel Tallies and/or Parent Surveys) Yes

[Save & Continue to Activity](#)

[Save & View Funding History](#)

[Cancel](#)

Note: if you click the second button, "Save & View Funding History," you are taken to a Program Funding History page (shown above.) To continue to Funding Activity, either select "Edit" and then click "Save & Continue to Activity" button, or simply click the "Activity" under the Program section in the left menu.

Step 2c Review, edit or add engineering, education, encouragement and enforcement activities that have or will occur as part of your local SRTS program.

To review and edit the most recent activity history, click the “Edit” link next to the most recent month and year in the Date Current column.

To add new activity data, click the “Add Activity Data” link.

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program Activity History

This is the history of the **Sample SRTS Program** program.

Click on "Add Activity Data" to add more information or choose "Edit" to add more information. Each record below helps track the activities of this SRTS program and provides information about the overall National SRTS Program.

Activity Data Info: [Add Activity Data](#)

ID #	Date Current	Edit	Delete	View Only
1110	June 2010	Edit	Delete	View Only
1103	February 2009	Edit	Delete	View Only

For more information on this program: [Funding Info](#) [Program Info](#)

After marking the activities, scroll to the bottom of the Add Program Activity page and click the “Save & Continue to School” button.

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

Edit Program Activity

Please edit this record by marking the box next to each specific activity that is occurring or will occur as part of this SRTS program.

Program Name: Sample SRTS Program

*Activity Info Current as of: June 2010

Engineering:

- Sidewalks (construct, replace, repair or widen)
- Accommodations for students with disabilities (improve)
- Bicycle lanes (install, improve, or repair)
- Off-road walking/bicycling paths (construct or repair; or improve intersections with)
- Crosswalks (install, improve, or repair)
- Crossing refuge island (install)
- Traffic calming (such as curb extensions, speed bumps/ humps, traffic circles, raised crosswalks)
- Speed monitoring and feedback devices (install permanent) (See Enforcement for more information)
- Signs (new or improved signs such as school zone, speed limits, crosswalk warning signs)
- Speed limit reduction near schools
- Pavement or curb markings or legends (install or improve)
- Bicycle parking (install, improve, or relocate)
- Lighting (install or improve)
- Traffic controls (new or improved using traffic lights, signs, pedestrian signals, chicanes)
- Pick up and drop off areas (redesign or change procedure to improve pedestrian safety)

Step 3. Review the school info by clicking “View/Edit” in the “Information” column. This page displays all the schools associated with the local SRTS Program. If you need to create a new school, click the “Add New School” link.

Step 3a. Update the school contact information as needed.

Next, click the “Save & Continue to School Involvement” button.

If you click the “Save Changes” button, you will see the information you just entered and you can continue by clicking the “Save & Continue to School Involvement,” which will appear on that page.

Sample SRTS Program

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

School(s) Information
These are the schools participating in the **Sample SRTS Program** program. Select a school by clicking View or Edit in the "Information" column to access that school's contact. To add a school, select "Add New School" if this option is available.

Schools
You have the following school-specific permissions:
[Add New School](#)

School Name	City	Last Updated	Permission	Information
AL Brown Primary	Carrboro	06/17/10	Admin Level Permissions	View/Edit
Elementary School A	Chapel Hill	06/13/10	Admin Level Permissions	View/Edit
Elementary School B	Chapel Hill	06/13/10	Admin Level Permissions	View/Edit
Elementary School C	Chapel Hill	06/13/10	Admin Level Permissions	View/Edit
Elementary School D	Chapel Hill	06/13/10	Admin Level Permissions	View/Edit

Sample SRTS Program

AL Brown Primary

To select a different program, view the [Program List](#)
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Edit School Information

*Local Program:

*School Name:

Address 1:

Address 2:

*City:

*State:

Zip Code:

Contact First Name:

Contact Last Name:

Contact Email:

[Save & Continue to School Involvement](#)

Step 3b. Review and edit most recent history (grade and enrollment) for this particular school, by clicking the “Edit” link next to the most recent month and year in the Date Current column.

Click the “Add School Involvement ” link if you need to add new school involvement data activity data.

Sample SRTS Program
AL Brown Primary
 To select a different program, view the [Program List](#)
 To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)
[Sign Out](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)
[Tally/Survey](#)
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

School Involvement History
 This is the history for the **AL Brown Primary's** involvement in this program. To add more involvement information, select "Add School Involvement Data".

School Involvement Info: [Add School Involvement Data](#)

ID #	Date Current	Edit	Delete	View Only
4236	June 2010	Edit	Delete	View Only
4237	June 2010	Edit	Delete	View Only
4235	January 2010	Edit	Delete	View Only

For more information on this school: [School Info](#)

The school name in **bold** alerts you to school in which you are working.

After you have entered/update the school grade and enrollment information, click “Save & Print to Mail Tallies/Surveys”

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)
[Tally/Survey](#)
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Edit School Involvement

School Name: AL Brown Primary

*School Info Current as of: June 2010

*Academic School Year: 2010-2011

*How many students attend this school? 17

What grades attend this school? (make estimate if necessary): [Check All](#) | [Check None](#)

Kindergarten 1 2 3 4
 5 6 7 8 9
 10 11 12 PreK Unknown

Which grades are targeted by this SRTS program? (make estimate if necessary): [Check All](#) | [Check None](#)

Kindergarten 1 2 3 4
 5 6 7 8 9
 10 11 12 PreK Unknown

of Students in Grades Targeted by SRTS: 250 Don't Know

Is there a school-level team helping implement SRTS at this school? (such as a PTA, School Wellness Team, SRTS Committee, etc.) Yes

Are other agencies or organizations involved in implementing this program? (such as local governments, health departments, Safe Kids, university or college, etc.) Yes

[Save & Print to Mail Tallies/Surveys](#)

[Save & Enter Online Tallies/Surveys](#)

Step 4. Create Travel Tally and/or Parent Survey sets in order to **PRINT** the cover sheets.

Step 4a. Verify that the school you created appears in the drop down menu.

Step 4b. Select “Add New Time Period.”

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the “Add New Time Periods” will take you to the same page.

Sample SRTS Program

AL Brown Primary You are logged in as [Name]

To select a different program, view the [Program List](#)
 To select a different school, view the [School List](#)

PRINT Travel Tally and Parent Survey Data Collection History

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click “Add New Time Period” under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(es) in the “Print to Mail” column
- Click “Print Selected Records to Mail” button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Program: **Sample SRTS Program**

School that collected the Travel Tallies or Parent Surveys: **AL Brown Primary**

All schools in this program for which you have edit level access will appear in list. School not listed? Click here to [search a listing schools](#). Click here to [add new school](#).

Travel Tally

[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Tallies	Program Status
<input type="checkbox"/>	AL Brown Primary	Carboro	September 2009	5	Before Program
<input type="checkbox"/>	AL Brown Primary	Carboro	June 2010	0	Mid Program

Parent Survey

[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Surveys	Program Status
<input type="checkbox"/>	AL Brown Primary	Carboro	September 2009	9	Before Program
<input type="checkbox"/>	AL Brown Primary	Carboro	June 2010	0	Before Program

Step 4c. Next, re-verify that the school name in the drop down menu is correct. Then, mark the check box next to the Student Travel Tally and/or Parent Survey labels. The area for entering the Tally set and/or Parent Survey set information will appear.

Sample SRTS Program
AL Brown Primary You are signed in as [Bill Sample](#)
[Sign Out](#)

To select a different program, view the [Program List](#)
 To select a different school, view the [School List](#)

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
Add Time Period

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Add Time Period
 Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: **AL Brown Primary** ▼

Only schools for which you have edit-level permission will appear in list.
 School not listed? Click here to [search existing schools](#).
 Click here to [add new school](#).

I am submitting information on: Student Travel Tallies
 Parent Surveys

[Save & Print to Mail Tallies/Surveys](#)
[Save & Enter Online Tallies/Surveys](#)
[Save Only](#)
[Cancel](#)

Step 4d. Enter the set information requested. Then, click the “Save & Print to Mail Tallies/Surveys” button located at the bottom of the page. This navigates back to the “Mail Data to the National Center” (see left menu).

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
Add Time Period

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

Add Time Period
 Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: **AL Brown Primary** ▼

Only schools for which you have edit-level permission will appear in list.
 School not listed? Click here to [search existing schools](#).
 Click here to [add new school](#).

I am submitting information on: Student Travel Tallies
 Parent Surveys

Student Travel Tallies

*What month and year was the majority of the Student Travel Tally forms collected?
 --Select Month-- --Select Year--

*What is the approximate number of classrooms at this school that were targeted by this SRTS program?

Which period best describes the program status when these Student Travel Tallies were collected?
 --Select--

Notes:

[Save & Print to Mail Tallies/Surveys](#)
[Save & Enter Online Tallies/Surveys](#)

NOTE: For users who need to create cover sheets for Travel Tallies and/or Parent Surveys for other schools within this local SRTS program, repeat Step 3a-b for each additional school and then repeat Step 4a-d for each Tally and/or Survey set. Once all of your schools and corresponding sets are created, continue with Steps 4e and 5 to print and mail all of the cover sheets.

Step 4e. The Student Travel Tally and/or Parent Survey you just created are visible on this page and the corresponding check box is marked.

****Important**** Verify that the check the box(es) are marked next to the set(s) information that corresponds to the hard copies Travel Tallies or Parent Survey you will be mailing to the National Center. This is particular important if you have multiple sets for the same school.

Click “Print Selected Records to Mail” to generate a PDF file that contains your cover sheet(s).

If the PDF files does not open, check to see if you have Adobe Reader installed on your computer. To download a free copy of Adobe Reader please visit. <http://get.adobe.com/reader/>

Program
[Program Information](#)
[Funding](#)
[Activity](#)

Schools
[School Information](#)
[Involvement](#)

Tally/Survey
[Mail Data to National Center](#)
[Enter New Data or View Existing](#)
[Add Time Period](#)

My Profile
[My Account](#)
[Request Permission](#)

Manage Users
[View and Grant Permissions](#)

PRINT Travel Tally and Parent Survey Data Collection History

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(es) in the "Print to Mail" column
- Click "Print Selected Records to Mail" button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Program: Sample SRTS Program

School that collected the Travel Tallies or Parent Surveys:

All schools in this program for which you have edit/insert access will appear in list. School not listed? Click here to [search existing schools](#). Click here to [add new school](#).

Travel Tally
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Tallies	Program Status
<input checked="" type="checkbox"/>	AL Brown Primary	Carboro	September 2009	5	Before Program
<input type="checkbox"/>	AL Brown Primary	Carboro	June 2010	0	Mid Program

Parent Survey
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Surveys	Program Status
<input type="checkbox"/>	AL Brown Primary	Carboro	September 2009	0	Before Program
<input type="checkbox"/>	AL Brown Primary	Carboro	June 2010	0	Before Program

For more information: [Program Info](#) [School Info](#)



Date cover sheet was generated: 06/21/10
 Program ID: 1373
 Program Name: Bill's Sample Program
 For NCSRTS use



Date cover sheet was generated: 06/22/10
 Program ID: 310
 Program Name: Sample SRTS Program
 For NCSRTS use

Travel Tally Set Cover Sheet

Set ID	School ID	School Name	Time Period Collected	# of Classrooms Targeted	Program Status
4384	4238	Sample Elementary	June 2010	15	Before Program

Bill's Sample Program SRTS Program's Primary Contact

Contact name: Bill Test
 Contact's email: Btest@univc.edu
 Contact's phone: 999-999-9999

Preparing your forms for mailing

1. Place all the forms in a box or envelope in the following order:
 - A. Place this cover sheet atop all the Student Travel Tally forms from this school and the "Time Period Collected."
 - B. If you have Parent Surveys for this school, place the Parent Survey cover sheet atop all those surveys from this school and the "Time Period Collected"
 - C. Repeat steps A and B for each additional school and time period as needed.

2. Mail all materials to: **National Center for Safe Routes to School**
 Attn: SRTS Data Entry
 730 Martin Luther King, Jr. Blvd,
 Suite 300
 Chapel Hill, NC 27599-3430

3. You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.

Parent Survey Set Cover Sheet

Set ID	School ID	School Name	Time Period Collected	# of Surveys Distributed	Program Status
1495	1869	AL Brown Primary	September 2009	30	Before Program

Sample SRTS Program SRTS Program's Primary Contact

Contact name: Bill Sample
 Contact's email: bsample@hsrc.unc.edu
 Contact's phone: 9198436794

Preparing your forms for mailing

1. Place all the forms in a box or envelope in the following order:
 - A. Place this cover sheet atop all the Parent Survey forms from this school and the "Time Period Collected."
 - B. If you have Travel Tallies for this school, place the Travel Tally set cover sheet atop all those tally forms from this school and the "Time Period Collected"
 - C. Repeat steps A and B for each additional school and time period as needed.

2. Mail all materials to: **National Center for Safe Routes to School**
 Attn: SRTS Data Entry
 730 Martin Luther King, Jr. Blvd,
 Suite 300
 Chapel Hill, NC 27599-3430

3. You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.

Step 5. After you have printed the cover sheet(s) prepare your forms for mailing by arranging them as follows:

1. Place all the forms in a box or envelope in the following order:
 - A. Place the Student Travel Tally cover sheet atop all the Student Travel Tally forms from the correct school and the correct "Time Period Collected."
 - B. If you have Parent Surveys for this school, place the Parent Survey cover sheet atop all those surveys from this school and the "Time Period Collected"
 - C. Repeat steps A and B for each additional school and time period as needed.

2. Mail all materials to: **National Center for Safe Routes to School**
Attn: SRTS Data Entry
730 Martin Luther King, Jr. Blvd,
Suite 300
Chapel Hill, NC 27599-3430

3. You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.