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 \rightarrow School \rightarrow Travel Tally and Parent Survey Questionnaires Relationship
 Local SRTS program A
School 1 in program A
 Parent Surveys and/or Tallies at time 1
School 2 in program A
 Parent Surveys and/or Tallies at time 1
 Parent Surveys and/or Tallies at time 2
– etc
 Local SRTS program B
School 3 in program B
 Parent Surveys and/or Tallies at time 1
 Parent Surveys and/or Tallies at time 2
 Parent Surveys and/or Tallies at time 3
– etc
 Local SRTS program C
School 4 in program C
 Parent Surveys and/or Tallies at time 1
– Etc

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

<u>Instructions for scenario</u>: 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 <u>www.saferoutesdata.org</u>
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.

ay for users to enter and view data from their local Sate Routes to Sch sing the standardized Student Travel Tally and Parent Survey question o enter your SRTS data, please create a New User account or log in if	iols programs, including school(s) in the program and data aires. you are a returning user.	colli
RETURNING USERS - Please log in below.	NEW USERS - If you do not already have an account.	
Password:	*First Name:	
Log In	*Last Name:	
Forgot password?	*E-mail:	
Please note that the online system feature that	*Phone:	
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	*Specify your activity (select one):	
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	O I want to request permission to	
	add/update data for an EXISTING prog school -OR- view an EXISTING progra	ram m or

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"

Program Program Information Funding Activity	Add Program I Please make changes particular program and	nformation as needed to the information about this SRTS program. This information will be associated with the schools in corresponding data from the Student Travel Tally and Parent Surveys questionnaires.
Schools School Information	*Lead Organization:	
Involvement	*Organization Type:	-Select-
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Enter New Data or View Existing	Zip Code:	
Add Time Period	*Contact First Name:	Bill
My Profile My Account	*Contact Last Name: Contact Role:	Test
Request Permission	*Contact Phone:	000-000
	*Contact Email:	Btest@univc.edu
	<	Save & Continue to Funding History

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.

TO Select a different sc	ogram, view the <u>Program List</u> hool, view the <u>School List</u>		You are signed in as <u>Bill Test</u> Sign Out
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Tally/Survey Mail Data to National Center			
Enter New Data or View Existing			
My Profile My Account			
Request Permission Manage Users View and Grant			
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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.

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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.

Bill's Sample Prog To select a different prog To select a different scho	ram ram, view the <u>Program I</u> sol, view the <u>School List</u>	List	You are signed in as <u>Bill Test</u> <u>Sign Out</u>
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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"

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t a different program t a different school in information g s information ment revey ta to d center Existing te Period ille uunt t Permission Users d Grant ions	m, view the <u>Program List</u> , view the <u>School List</u> Add School Involve School Info Curre "Academic Sch "How many students attend thi What grades attend thi (make estimate if new by this SRTS) (make estimate if new by this SRTS) (make estimate if new B of Students i i Targeted t	ment ol Name: Sample Bernert: stat as of:Steet Month- ool Year:Steet s school? s school?	ary ■Select Year- ▼ an 1 2 2 0 0 7 0 11 1 2 2 ak None an 1 2 2 ak None 1 1 2 2 1 1 2 2 1 1 2 2 1 2 2 1 1 1 2 2 1 1 1 1 2 2 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 4 8 9 PreK Unknown 3 4 8 9 PreK Unknown		You are signed in as អ្នា និង
t a different program a different school b information ment information ment i conter- ev Data Existing t conter- ev Data Existing t conter- ev Data Existing t conter- ev Data Existing t conter- ev Data t conter- t conter- t conter- ev Data t conter-	m, view the <u>Program List</u> view the <u>School List</u> Add School Involve School Info Curre "Academic Scho "How many students attend this What grades attend this (make estimate if new by this SRTS) (make estimate if new Bisthere a school-level tear implement SRTS at this (such as a ITA, School Wellnes SRTS Commit	ment ol Name: Sample Bernerit art as of:Select Month- ool Year:Selectv s school?	ary ■Select Year- ♥ ck. None an 1 2 2 0 0 7 0 11 1 2 0 ck. None in 1 2 0 ck. None in 1 2 0 0 0 7 0 11 0 12 0 0 0 7 0	3 4 8 9 PreK Unknown 3 4 8 9 PreK Unknown		You are signed in as អោ ទី៨
t a different program in information g information ment is information ment is ato i Center ev Data Existing is Period ile e Period ile Users d Grant itons	m, view the <u>Program. List</u> view the <u>School List</u> Add School Involve Scho "School Info Curr "Academic Sch "How many students attend this (make estimate if ner (make estimate if ner by this SRTS) (make estimate	ment ol Name: Sample Bement: as of:Select Month- ool Year:Select s school? s school? Kindergarte	ary	3 4 8 9 PreK Unknown 3 4 8 9 PreK Unknown		Tou are signed in as (en និល
t a different program m information g g information ment a to d Center iver Data very ta to d Center i i i i i i i i i i i i i i i i i i i	m, view the <u>Fronzen List</u> , view the <u>School List</u> Add School Involve School Info Curre "Academic School Info What grades attend this (make estimate if new Which grades are by this SRTS] (make estimate if new Stronger Stronger Stronger (school School Venture School Info (school School Venture School Info (school School Venture School Info School Venture School Venture School Venture School School Venture School	ment ol Name: Sample Bernerit art as of:Select Month- ool Year: _Select_ v s school?	nry →Select Year- → n 1 2 n 1 2 n 7 11 1 2 ck. None n 1 2 ck. None n 1 2 ck. None 1 1 1 1 1 2 ck. None 1 1 1 1 1 2 ck. None 1 1 1 1 1 2 ck. None 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 4 8 9 PreK Unknown 3 4 8 9 PreK Unknown		You are signed in as អោ រិទ្ធ
t a different program t a different school n information g f information ment t center exviting e Period ite unt t Permission Users d Grant ions	n, view the <u>Fronton List</u> , view the <u>School List</u> Add School Involve School "School Info Curre "Academic Sch "Academic Sch "How many students attend thi What grades attend thi (make estimate if ne Which grades are by this SRTS (make estimate if ne # of Students i Targeted t Targeted t Is there a schoolevel tea SRTS commit Are other agencies or orga Involved in implementing this SRTS commit Are other agencies or orga Involved in implementing this SRTS commit Are other agencies or orga Involved in implementing this (such as I PTA, School Wellen SRTS commit	ment ol Name: Sample Bement: rs as of:Select Month- ol Year:Select s school? check All I Chec program?	ary	3 4 8 9 PreK Unknown 3 4 8 9 PreK Unknown		rou are signed in as ten βα

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 Prog	gram
Sample Elementary	You are simplined in as Rill Test
To select a different progr To select a different scho	ram, view the <u>Program List</u> ol, view the <u>School List</u>
Program Program Information	test PRINT Travel Tally and Parent Survey Data Collection History
Fundina	When mailing the hard conies of your Trevel Tallies and/or Devert Surviews to the National Center for processing, you must connected and wint one cover sheet per Trevel
Activity	Taily set record and/or <u>one</u> cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tailies or Surveys) for <u>one school at one</u> time period.
Schools School Information	This page allows you to automatically create and print the appropriate cover sheet.
Involvement	 Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below. To mind a set record cover sheet, check the appropriate body's in the "brint Mail" column.
Tally/Survey	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.
Mail Data to National Center	Program Bill - Sam in Program
Enter New Data or View Existing	School that collected the Sample Elementary
Add Time Period	rraver raues or Parent Surveys. All sohools in this program for which you have edit level access will appear in list.
My Profile My Account	School not listed? Click here to <u>search existing schools</u> . Click here to <u>school</u> .
Request Permission	View
Manage Users View and Grant	Travel Tally Add Ilew Time Period
	No faily records were returned. Parent Survey Add Hew Time Period No survey records were returned. View Data Collection Details 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 Prog	ram
Sample Elementary To select a different prog To select a different scho	rram, view the <u>Program List</u> Jol, view the <u>School List</u>
Program Program Information Funding Activity	Add Time Period Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.
Schools School Information Involvement Tally/Survey Mail Data to National Center	Only schools for which you have edit-level permission will appear in list. School not listed? Click here to <u>school</u> . Click here to <u>add new school</u> . I am submitting information on Student Travel Tallies Parent Surveys
Enter New Data or View Existing Add Time Period My Profile My Account	Save & Print to Mail Tallies/Surveys Save & Enter Online Tallies/Surveys Save Only
Request Permission Manage Users View and Grant Permissions	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	Add Time Period
Funding	Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.
Activity	School Camela Elementary
Activity	
Schools School Information	Only schools for which you have edit-level permission will appear in list. School not listed? Click here to <u>search existing schools</u> . Click here to <u>add new school</u> .
Involvement	I am submitting information on: 📈 Student Travel Tallico
Tally/Survey Mail Data to National Center	- ⊡ suueri il raver raies ♥ Parent Surveys
Enter New Data or View Existing	Student Travel Tallies
Add Time Period	Student Travel Tally forms collected?
My Profile My Account	*What is the approximate number of classrooms at this school that were targeted to this SRTS nonzemp?
Request Permission	Which naviod hest describes the Colored
Manage Users View and Grant	vminit period uest uest holes me <u>-Select-</u>
Permissions	Notes:
	Parent Surveys
	*What month and year was the majority of the
	*How many Parent Surveys were distributed?
	Which period best describes the <u>-Select-</u> program status when these Parent Surveys were collected?

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**.



New User

<u>For scenario</u>: 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 <u>www.saferoutesdata.org</u>

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.

way for users to enter and vie using the standardized Stude	w data from their local Safe Routes to Sch nt Travel Tally and Parent Survey question	nools programs, inclu nools programs, inclu naires.	iding school(s)	in the program and d	ata collected
Fo enter your SRTS data, ple	ase create a New User account or log in if	you are a returning (user.		
RETURNING USERS -	Please log in below.	NEW USEF	RS - If you do	not already have	an
E-mail:		account.			
Password:		*First Name:			
Log In		*Last Name:			
Forgot passw	ord?	*E-mail:			
Please note that the on	line system feature that	*Phone:			
automatically creates s Tally and/or Parent Sui	ummary reports of the Travel vey data will be available by	*State:	-Select-	~	
the end of June.		*Create a Password:			
		*Retype Password:			
			*Specify your	activity (select one):	
			I want to with one or m	enter data for a NEV ore schools.	/ program

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 <u>Bill Sample</u> Sign Out
Program Program Information	Request Permission
Funding	Use the search fields to identify which school(s) you would like to request permission to access
Activity	
Schools School Information	* -Select City- V
Involvement	-Select School- V
Tally/Survey Mail Data to National Center	Search for Schools
Enter New Data or View Existing	 indicates a required field
Add Time Period	
My Profile My Account	
Request Permission	

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.

Program Program Information Funding Activity	Request Permission Use the search fields to identify which school(s) you would like to request permission to access. * Test State					
Schools School Information Involvement Tally/Survey Mail Data to National Center	 ★ Billville → Select School- ✓ ✓ ✓ ✓ ★ Indicates a required field 					
Enter New Data or View Existing	The following schools and click on Request	matched your Permission.	search criteria. Select th	e permission levels you need for each of the schools below		
Add Time Period	School	School City	Program Name	Permission Level Requested		
My Profile My Account				Request permission for ALL schools in List C Edit View Only		
Request Permission	Sample 2 Elem	Billville	Bill's Sample Program	○ Edit ○ View Only		
	Sample Elementary	Billville	Bill's Sample Program	🔍 Edit 🔍 View Only 💿 No Access		
\langle	Request Permission	}				
	Clear Screen					
	Cancel					

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 mail address and password.

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

Welcome to the National Center for Safe Routes to School's online trac way for users to enter and view data from their local Safe Routes to Sch using the standardized Student Travel Tally and Parent Survey question	cking system for local SRTS programs. This system provides a s hools programs, including school(s) in the program and data collo nnaires.
To enter your SRTS data, please create a New User account or log in it	f you are a returning user.
RETURNING USERS - Please log in below.	NEW USERS - If you do not already have an account.
E-mail: Password:	*First Name:
Login	*Last Name:
Eorgot password?	*E-mail:
Please note that the online system feature that	*Phone:
automatically creates summary reports of the Travel Tally and/or Parent Survey data will be available by	*State: -Select-
the end of June.	*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 Prog	Iram							
To select a different prog To select a different scho	ram, view the <u>Program List</u> Iol, view the <u>School List</u>			You are sign	ed in as <u>Bill Sample</u> <u>Sign Out</u>			
Program Program Information Funding Activity	Welcome to the Na System This main page shows the S interest to view or edit inform	ational S RTS program	Safe Routes n you can access that local program	s to School Progr s. To get started, click the " n, the school(s) within that p	am Tracking Program Name" of program and any			
Schools School Information Involvement	Student Travel Tally and Parent Surveys associated with those schools. You have access to the following program(s): <u>Add New Program</u>							
Tally/Survey	Program Name	City	Last Updated	Permission				
Mail Data to National Center	Sample SRTS Program	Chapel Hill	06/22/10	Admin Level Permissions				
Enter New Data or View Existing	ab's friday test program	testville	06/18/10	View Level Only				
Add Time Period								
My Profile My Account								
Request Permission								

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 Pro	gram	
To select a different progr To select a different schoo	am, view the <u>Program</u> ol, view the <u>School List</u>	<u>List</u> L
Program Program Information	Program Info	rmation
Funding	You are viewing infor	mation for Sample SRTS Program.
Activity	The following is the m corresponding data fr	nost recent program level information in the system for this progrom the Student Travel Tally and Parent Surveys questionnaires
Schools School Information	To select a different p	program, click on <u>Program List</u> .
Involvement	Program Name:	Sample SRTS Program
Tallv/Survev	Lead Organization:	Sample SRTS Program
Mail Data to	Organization Type:	Local/Regional Government Agency
National Center	City:	Chapel Hill
Enter New Data or View Existing	State:	North Carolina
Add Time Period	Zip Code:	27510
My Profile	Contact First Name:	Bill
My Account	Contact Last Name:	Sample
Request Permission	Contact Role:	Lead Organization
Manage Users	Contact Phone:	9198436794
Permissions	Contact Email:	bsample@hsrc.unc.edu
	C	Continue to Funding History
		Continue to Activity History
	(Edit
		Cancel

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.



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 Pro	gram
To select a different progra To select a different schoo	am, view the <u>Program List</u> ol, view the <u>School List</u> You are signed in as <u>Bill Sample</u> <u>Sign Out</u>
Program Program Information Funding Activity Schools	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.
School Information	Activity Data Info: Activity Data
Involvement	ID # Date Current
Tally/Survey Mail Data to National Center	1110 June 2010 Edit Delete View Only 1103 February 2009 Edit Delete View Only
Enter New Data or View Existing	For more information on this program: <u>Funding Info</u> <u>Program Info</u>
Add Time Period	

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

Sample SRTS Pro	gram
To select a different progr To select a different scho	am, view the <u>Program List</u> ol, view the <u>School List</u>
Program Program Information	Edit Program Activity
Funding	Please edit this record by marking the box next to each specific activity that is occurring or will occur as part of this pl SRTS program.
Activity	Durante Marca - Carala CDTO Durante
Schools School Information	*Activity Info Current as of: June 💌 2010 💌
Involvement	Engineering: 🛛 Sidewalks (construct, replace, repair or widen)
Tally/Survey Mail Data to Hational Center	 Accommodations for students with disabilities (inprove) Bicycle lanes (install, improve, or repair) Off-road walking/bicycling paths (construct or repair, or improve intersections with
Enter New Data or View Existing	 Crosswaiks (install, improve, or repair) Crossing refuge island (install)
Add Time Period	Traffic calming (such as curb extensions, speed bumps/ humps, traffic circles, rai: Speed monitoring and feedback devices (install permanent) (See Enforcement for the second s
My Profile	Signs (new or improved signs such as school zone, speed limits, crosswalk warn
My Account	Speed limit reduction near schools
Request Permission	Pavement or curb markings or legends (install or improve)
Manage Users View and Grant Permissions	Bicycle parking (install, improve, or relocate) Lighting (install or improve) Traffic controls (new or improved using traffic lights, signs, pedestrian signals, chi Pick up and drop off areas (redesign or change procedure to improve pedestrian s

- 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 S	RTS Proa	ram					
To select a dif To select a dif	ferent program ferent school,), view the view the	9 <u>Program Li</u> <u>School List</u>	<u>st</u>		You	are signed in as <u>Bill Sample</u> <u>Sign Out</u>
Program Program Info Funding	ormation	Schoo These are View or E	the schools p dit in the "Infor	mation articipating mation" col	in the Sample SR umn to access that	TS Program program. S t school's contact. To ad	Select a school by clicking Id a school, select "Add New
Activity		School" if	this option is a	vailable.			
Schools		You have	the following	school-spe	cific permissions:		
School Infor	mation	Add New	School				
Involvement		Scho	ol Name	City	Last Updated	Permission	hformation
Tally/Survey Mail Data to		AL Brow	n Primary	Carrboro	06/17/10	Admin Level Permission	ns <u>View/Edit</u>
National Cen	ter	Elementa	ry School A	Chapel Hil	1 06/13/10	Admin Level Permission	ns <u>View/Edit</u>
Enter New Da or View Exist	ata ting	Elementa	ry School B	Chapel Hil	06/13/10	Admin Level Permission	ns <u>View/Edit</u>
Add Time Pe	riod	Elementa	ry School C	Chapel Hil	06/13/10	Admin Level Permission	ns <u>View/Edit</u>
S A To To	ample SR L Brown Pr o select a differ o select a differ	TS Pro rimary rent progr rent schoo	gram am, view the <u>I</u> ol, view the <u>So</u>	Program L :hool List	<u>ist</u>	^·	/ou are signed in as <u>Bill Sample</u> <u>Sign Out</u>
Pi	rogram rogram infori	mation	Edit Sc	hool In	formation	•	
Fu	unding		*Local	Program:	Sample SRTS Pro	igram 💌	
A	ctivity		*Scho	ol Name:	AL Brown Primary		
S	chools ichool Inform	ation	A	ddress 1:	300 E Main Street		
In	volvement		A	dress 2:			
Т	allv/Survev		*City:		Carrboro		
M	lail Data to ational Cente	r		*State:	North Carolina	*	
E	nter New Data r View Existir	n ng		Zip Code:	27510		
A	dd Time Peri	od	Contact Fil	rst Name:	Austin		
м	ly Profile		Contact La	ist Name:	Brown		
M	ly Account		Cont	act Email:	brown@hsrc.unc.	edu	
R	equest Perm	ission			Save & Continue	to School Involvement	
M Vi Po	lanage Users iew and Gran ermissions	ıt			Save Changes	to School Involvement	
					Cancel		

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.



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

Program Program Information	Edit School Involvement					
Funding	School Name:	AL Brown Primary				
Activity	*School Info Current as of:	June 💌	2010	1	~	
Schools	*Academic School Year:	2010-2011 💌				
Involvement	*How many students attend this school?	17				
Tally/Survey Mail Data to National Center	What grades attend this school? (make estimate if necessary):	Check All Check	None 1	2	⊻ 3	✓ 4
Enter New Data or View Existing				12	B PreK	
Add Time Period						
My Profile	Which grades are targeted by this SRTS program?	Check All Check	None			
My Account	(make estimate if necessary)	Kindergarten	1	2	⊻ 3	4
Request Permission		5	6	7	8	9
Manage Users View and Grant Permissions		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 💌				
	C	Save & Print to M	ail Tallies/	'Surveys	\triangleright	
		Save & Enter Onli	ne 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 Prog	Iram
AL Brown Primary	
To select a different prog To select a different scho	ram, view the <u>School List</u> pol, view the <u>School List</u>
Program	PRINT Travel Tally and Parent Survey Data Collection History
Program Information	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 se
Activity	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.
Schools School Information	 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, sheet, the appropriate box(s) in the "Print to Mail" column.
Involvement	Click "Print Selected Records to Mail" button at the bottom of the page. The selected Records to Mail" button at the bottom of the page.
Tally/Survey	 The printed cover sheet will provide instructions for mailing the data to the National Center.
Mail Data to National Center	Program. Sample SRTS Program
Enter New Data or View Existing	Travel Tallies or Parent Surveys: All schools in b is program for which you have editive lacess will appear in list
Add Time Period	School to tile ted? Click here to <u>search enisting schools.</u> Click here to <u>add new school</u> .
My Profile	View
My Account Request Permission	
	Travel Tally
Manage Users View and Grant	Add New Time Period
Permissions	Print to Mail <u>School Name City Time Period</u> <u># of</u> Collected <u>Tallies</u>
	AL Brown Primary Carrboro September 2009 5 Before Program
	AL Brown Primary Camboro June 2010 0 Mid Program
<	Parent Survey Add New Time Period
	Print to Mail <u>School Name</u> <u>City</u> <u>Time Period</u> <u># of</u> <u>Program Status</u> <u>Collected</u> <u>Surveys</u>
	AL Brown Primary Carrboro September 2009 9 Before Program
	AL Brown Primary Camboro 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 Prog AL Brown Primary	gram
To select a different prog To select a different scho	ram, view the <u>Program List</u> Sign Out ool, view the <u>School List</u>
Program Program Information Funding	Add Time Period Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.
Activity	School: AI Brown Primary
Schools School Information	Only schools for which you have edit-level permission will appear in list. School not listed? (Lick here to <u>search existing schools</u> .
Involvement	Click here to add new school.
Tally/Survey Mail Data to National Center	I am submitting information on I Student Travel Tallies
Enter New Data or View Existing	Save & Print to Mail Tallies/Surveys
Add Time Period	Save & Enter Online Tallies/Surveys
My Profile My Account	Save Only
Request Permission	Cancel
Manage Users View and Grant	

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	Add Time Period
Funding	Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.
Activity	School: AL Brown Primary 💌
Schools School Information Involvement Tally/Survey Mail Data to	Only schools for which you have edit-level permission will appear in list. School not listed? Click here to <u>spanch solutions schools</u> . Lick here to <u>spanch solutions schools</u> . I am submitting information on: Student Travel Tallies Parent Surveys
Hational Center Enter New Data or View Existing	Student Travel Tallies
Add Time Period	Student Travel Tally forms collected?
My Profile My Account	*What is the approximate number of classrooms at this school that were targeted by this SPTS morrarm?
Request Permission	
Manage Users View and Grant Permissions	student Travel Talles were collected?
	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. <u>http://get.adobe.com/reader/</u>



SafeRoutes National Conter for Safe Routes to School	Date cover sheet was generated: 06/21/10 Program ID: 1373 Program Name: Bil's Sample Program For NCSRTS use	SafeRoutes Kational Center for Safe Routes to School	Date cover sheet was generated: 06/22/10 Program ID: 310 Program Name: Sample SRTS Program For NCSRTS use
Travel Tally Set Cover Sheet		Parent Survey Set Cover Sheet	
Set ID School School Name Time Period Collected # of C	Classrooms Targeted Program Status	Set ID School School Name Time Period Collected	# of Surveys Distributed Program Status
4384 4238 Sample Elementary June 2010 15	Before Program	1495 1869 AL Brown Primary September 2009	30 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		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		Preparing your forms for mailing	
I. 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 Collected.* B. If you have Parent Surveys for this school, place the Parent Surve this school and the "Time Period Collected" C. Repeat steps A and B for each additional school and time period a	n this school and the "Time Period ey cover sheet atop all those surveys from as needed.	 Place all the forms in a box or envelope in the following order: A. Place this cover sheet atop all the Parent Survey forms fr B. If you have Travel Tallies for this school, place the Travel this school and the "Time Period Collected" C. Repeat steps A and B for each additional school and time 	xm this school and the "Time Period Collected." Tally set cover sheet atop all those tally forms from 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		2. Mail all materials to: National Center for Safe Routes to Sch Attn: SRTS Data Entry 730 Martin Luther King, Jr. Blvd, Suite 300 Chapel Hill, NC 27599-3430	ool
3. You will receive two emails from the National Center for Safe Routes to received and the other email after the data have been processed. Process	o School: one when your data has been sing will take approximately 4 weeks.	You will receive two emails from the National Center for Safe R received and the other email after the data have been processed.	outes to School: one when your data has been 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.