**SURVEY INSTRUCTIONS**

**Before you begin:**

If you have not done so already, contact SRTS Operations Coordinator, Colleen Synk (csynk@michiganfitness.org or 517-908-3826) and let her know you are ready to start your student and parent survey process. She will gather all your survey links, and send them to you to administer.

**Parent Surveys**

***Administer to K-8th grade parents***

1. **DISTRIBUTE** the parent survey link electronically to your K-8 grade parents and have them fill out the information per household. Parent survey links will remain open for three weeks, but can be extended if needed.
2. To **TRACK** your parent survey links, create a username and password at [www.saferoutesdata.org](http://www.saferoutesdata.org). Once you have done this:
	1. Go to the “Schools” tab and search for your school
	2. Once you find your school, you should be listed as the point of contact and have “Editing” or “Reporting” access
	3. If you do not see that you are not listed, you may need to contact SRTs Operations Coordinator to approve your permission to access you school’s data.
3. When you have at least 50% of your parent responses you can **CREATE A REPORT**
	1. Go to “My reports” and select “Create report”
	2. Search for your school and time period, then hit “Run report”
	3. DO NOT save the file, but DO download the file as a PDF (not a “Cold Fusion File” aka .cfm extension) and PRINT for your records

**Student Surveys**

***Administer to students in grades 3rd-8th only***

1. **LOAD** the student survey link onto several devices in your school’s computer lab or other available space.
	* + 1. **GATHER** your 3-8 grade students (by classroom) in the computer lab, and **have each student TAKE** the survey, providing assistance when needed.
			2. Once all your classes have taken the survey, email Colleen and ask her to **CLOSE** the survey.
			3. Colleen will produce a PDF copy of the Student Survey and **EMAIL A REPORT** to you for your records.

**Student Travel Tally**

***Administer to students in grades K-8th***

1. **PRINT** out a copy of the Student Travel Tally PDF form for each class you want to survey and **DISTRIBUTE** to the relevant K-8th grade level teachers
2. Have teachers **ADMINISTER** the Student Travel Tallies using a “show of hands” or similar method in the classroom at arrival and dismissal times on a consecutive Tuesday, Wednesday, and Thursday. *PLEASE NOTE: The text on the form may say that the third day is optional, but it’s REQUIRED for the Michigan SRTS grant application.*
3. **COLLECT** the completed Travel Tallies and create digital copies of each one and then **ENTER** the Travel Tallies by logging into [www.saferoutesdata.org](http://www.saferoutesdata.org) and inputting data under the tab “My Tallies” → “Enter New Tallies”
4. When you have entered all your Travel Tally data you can **CREATE A REPORT**
	1. Go to “My reports” and select “Create Tally report”
	2. Search for you school and time-period, then hit “Run report”
	3. DO NOT save the file, but DO download the file as a PDF (not a “Cold Fusion File” aka .cfm extension) and PRINT for your records

**Survey FAQ’s**

1. **What if I need paper copies of the surveys?**No problem. Let us know that you need paper copies and we will produce the printable file for you to distribute.
2. **What if I need the surveys in another language?**We have surveys available in Spanish and Arabic; just let us know that you need an alternate language and we’ll work with you to get the right files or links. *Please note: some alternate language surveys are only available as paper copies.*
3. **What if I need to extend the three-week period for my electronic parent survey?**If you need more time to gather parent survey results, email Colleen and let her know you need an extension. She will change the survey dates, and you will be able to use the same links to continue gathering data.
4. **How do I input data and generate a report from paper copy parent surveys?**Paper surveys will need to be inputted manually by someone at your school or on your SRTS team using an online link. If you foresee this being a prohibitive task, please contact Colleen Synk to discuss other data entry options. In some cases, we can assist with the process here in the SRTS office. Please be mindful that processing paper surveys can take up to six weeks, so make sure to allot for this in your timeline.
5. **Are the survey links compatible with smart phones?**Yes, both the parent and student electronic surveys can be taken via smart phone if needed.
6. **What if I am not listed as the point-of-contact for my parent survey data and cannot access reports on the National data website?**This is an easy fix. Get in touch with us and let us know you’re having issues accessing your files. We’ll make sure to update your permissions.
7. **What if I’m having a hard time getting 50% of my parents to fill out the survey?**
	1. Consider holding an open house in your computer lab where parent can fill out the surveys on-site
	2. Offer incentives for parents to fill out the surveys at PTA meetings
	3. Designate a parent survey ambassador to call and follow-up with parents regarding survey completion and importance
8. **What if I have more questions about the survey process?**Please don’t hesitate to reach out to Operations Coordinator, Colleen Synk (csynk@michiganfitness.org or 517-908-3826) with any survey-related questions.