**SRTS SURVEY INSTRUCTIONS**

**Before you begin:**

If you have not done so already, contact SRTS Sr. Operations and Evaluation Coordinator, Colleen Synk (csynk@michiganfitness.org or 517-908-3826) and let her know you are ready to start your student and parent/caregiver survey process. The SRTS Sr. Operations and Evaluation Coordinator will check your school registration(s) with your Regional Grant Coordinator, gather all your survey links, and send them to you to administer.

**Parent/Caregiver Surveys**

***Administer to K-12th grade parents***

1. **DISTRIBUTE** the Parent/Caregiver survey link electronically to your K-12 grade parents/caregivers and have them fill out the information per household. A parent/caregiver **may need to fill out multiple surveys** if they have students attended different schools that are all involved in a planning process.
2. Work with the SRTS Sr. Operations and Evaluation Coordinator to determine when and how you plan to distribute the surveys. The SRTS Sr. Operations and Evaluation Coordinator will connect with you to share a survey status update that reports the response rate of all the survey tools.
3. When you have at least 20% of your parent responses, the SRTS Sr. Operations and Evaluation Coordinator will produce a PDF copy of the Parent/Caregiver Survey Report and email a report to you for your record.

**Student Surveys**

***Administer to students in grades 3rd-12th only***

1. **LOAD** the student survey link onto several devices in your school’s computer lab or other available space.
	* + 1. **GATHER** your 3-12 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 the SRTS Sr. Operations and Evaluation Coordinator.
			3. When you have at least 80% of your student responses, the SRTS Sr. Operations and Evaluation Coordinator will produce a PDF copy of the Student Survey Report and email a report to you for your records.

**Student Travel Tally**

***Administer to students in grades K-12th***

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-12th 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. Either:
	1. Have the classroom teach **ENTER** the Travel Tallies by using the link provided and inputting data.

Or,

* 1. **COLLECT** the completed Travel Tallies and **SCAN** the paper copies to create a digital copy of all a school’s classrooms as one PDF. Have the main office or administration enter in the data and/or work with the SRTS Sr. Operations and Evaluation Coordinator to see if Michigan Fitness Foundation is able to help with data entry.
1. When you have entered all your Travel Tally data, the SRTS Sr. Operations and Evaluation Coordinator will produce a PDF copy of the Student Survey Report and email a report to you 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, Arabic, and Dari; just let us know that you need an alternate language and we’ll work with you to get the right files or links.
3. **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 SRTS Sr. Operations and Evaluation Coordinator 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.
4. **Are the survey links compatible with smart phones?**Yes, both the parent and student electronic surveys can be taken via smart phone if needed.
5. **What if I’m having a hard time getting 20% of my parents/caregivers or 80% of my students 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
	4. Create a flyer with a QR code on it and go up to parents to either take the flyer or scan it during pick up or drop off.
6. **What if I have more questions about the survey process?**Please don’t hesitate to reach out to Sr. Operations and Evaluation Coordinator, Colleen Synk (csynk@michiganfitness.org or 517-908-3826) with any survey-related questions.