

# SAFE ROUTES TO SCHOOL DATA COLLECTION OVERVIEW

The National Center for Safe Routes to School has developed a set of data collection forms and tools intended to help local and state Safe Routes to School programs measure and understand results.

## Downloadable Forms and Instructions

**How do I get the forms?** Data Collection forms and instructions are available for download at [www.saferoutesinfo.org/resources](http://www.saferoutesinfo.org/resources) under the “Evaluation” tab.

## Student Tally Form

**What does the tally form do?** The form helps measure how students get to school and identify changes in student travel behavior to and from schools with SRTS programs.

**Who fills out the form?** Teachers in each classroom or SRTS program volunteers.

**Who gets tallied?** K-8 graders at participating schools.

**How many days are students tallied?** The tallies should be conducted in each classroom on two days (Tuesday, Wednesday, or Thursday only – not Monday or Friday) of one week.

## Parent Survey Form

**What does the parent survey do?** The survey gathers information about factors that affect whether parents allow their children to walk or bike to school, the presence of safety-related conditions along routes to school, and other background information. Results help determine how to improve opportunities for children to walk or bike to school, and measure parental attitude changes as local SRTS programs occur.

**How is the survey administered?** Surveys can be administered in three main ways: as a take-home survey, distributed as part of parent-teacher conferences, or as part of homework assignments.

**Who gets surveyed?** Parents of all K-8 graders at participating schools should be asked to complete the survey. (One per household per school.)

## Timing of Tallies and Surveys

**When should the tallies and surveys occur?** Information should be collected at the beginning of the school year and at the end of the school year. Midyear counts are optional but helpful.

Start of year: 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> week of school year (“Baseline”)

End of year: during one of the last 4 weeks of school year (“Post Activity”)

## Data Entry and Viewing

**How do I enter data?** Completed forms can be converted to useful data in two ways:

1. Enter the data yourself using the online “DataTools” program at [www.saferoutesinfo.org/tracking](http://www.saferoutesinfo.org/tracking). Data is available immediately for usage.; or
2. Send completed forms to the National Center’s Centralized Data Entry Program. Forms are scanned and data is entered into the National SRTS Program Tracking Database. Local programs receive an email with instructions on how to access their data online. Data will be available in 4-5 weeks.

**Where do I send completed forms?** Completed forms, along with a one-page cover sheet (downloadable) can be sent to the address here.

National Center for Safe Routes to School  
Attn: SRTS Data Entry  
730 Martin Luther King, Jr. Blvd, Suite 300  
Chapel Hill, NC, 27599

**How do I view my data?** Once data is entered (either by the user or through the Central Data Entry Program), users can view their data through the online “DataTools” system. Summaries of data, including basic tables and charts, can be viewed and copied for local use. The completed data is also part of the National SRTS Program Tracking Database and can be used to help evaluate the national SRTS program.

*Detailed instructions are also available at [www.saferoutesinfo.org/resources](http://www.saferoutesinfo.org/resources).  
Please contact: [data@saferoutesinfo.org](mailto:data@saferoutesinfo.org) for more information.*