



## Student Travel Tally Week Frequently Asked Questions

### What is Student Travel Tally Week?

Student Travel Tally Week is the time each school year when schools count how students travel to school. The count occurs at the beginning of the school day on two days with a simple show of hands by students, and entered into an online form by each homeroom teacher or by the school Student Travel Tally Week coordinator.

### Who should participate in Student Travel Tally Week?

All schools are encouraged to participate, regardless of whether they have a SRTS program, are about to start one, or **plan to apply for SRTS funding** this fall. Participating provides schools with some great information and helps the Virginia SRTS program know how students get to school throughout the Commonwealth.

In the past, you may have completed a student travel tally form as part of a School Travel Plan.

### Can we do the tally during a different week in September?

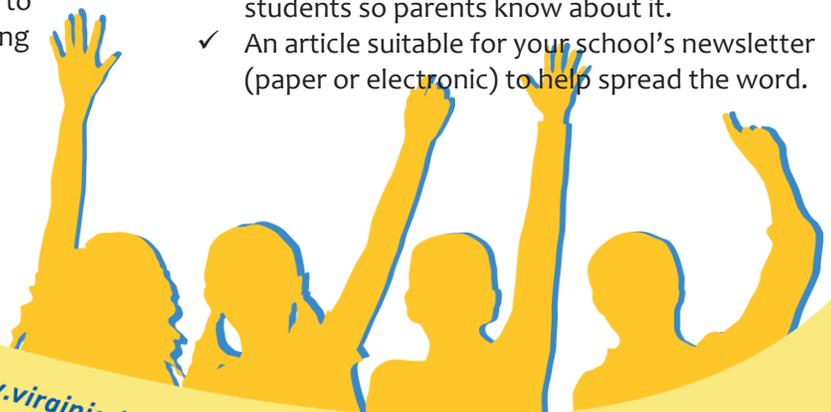
Yes. If the week of September 15 is not convenient for your school, complete the tally anytime during another week in September and it will still be within the spirit of the event. Just be sure to collect on two days during the same week.

### How does it work?

Collecting Student Travel Tallies takes a few hours to organize and about 5 minutes to do at the beginning

of two school days during the week. It involves three simple planning steps to be ready:

1. *Become familiar with the student tally process.* The Virginia SRTS program offers a number of materials to use that are available online.
2. *Work with your school's administrators to get approval, identify the best days to complete the tallies, and gather all the materials you'll need (e.g., the link to enter tally information online, the paper form).* The Student Travel Tally [Learn it. Do it. Live it.](#) tip sheet includes a sample letter your principle can send you teachers explaining the tally process.
3. *Tell other teachers, students, and parents about it.* The Virginia SRTS program website includes resources to help with, such as
  - ✓ A Student Travel Tally [Learn it. Do it. Live it.](#) tip sheet to instruct teachers how to collect the data. It's easy and only takes a few minutes during daily attendance-taking routines.
  - ✓ The [Learn it. Do it. Live it.](#) also includes scripts for daily PA announcements for the entire school and scripts for teachers to use in the classroom while doing the tally.
  - ✓ Two flyers – one to promote the event at school and another to send home with students so parents know about it.
  - ✓ An article suitable for your school's newsletter (paper or electronic) to help spread the word.





**How soon do we need to get started if we're going to participate?**

When	What to do
<b>Now</b>	Become familiar with how to collect and record student travel tallies
<b>Within 2 days</b>	Talk with the principal to get her/his support and agreement to tell teachers about it.
<b>Two weeks before</b>	Work with teachers on some co-curricular activities.
<b>The week before</b>	Post flyers at school. Send backpack flyer home. Include <a href="#">article in your school newsletter</a> .
<b>The day before</b>	Make sure you have your plan in place, including how the method you'll use to collect the tallies and any co-curricular activities you'll use in PE class.
<b>During Student Travel Tally Weeks</b>	Make daily announcements. Collect the forms after the second day. Enter the tally data into the Survey Gizmo link you receive. Thank the principal, teacher, and students for participating.
<b>By October 6</b>	Enter student travel tally data by this date. If you're one of the first 100 schools to participate, you'll receive an event banner. Remember: you must have at least 80% participation (students or classrooms) to be eligible for the incentive banner).
<b>By the end of October</b>	Celebrate your success with a new SRTS event banner, if you're one of the first 100 schools to participate!

**Why is this important for our school?**

Evaluation is one the most important elements of any safe routes to school program because it measures the most basic success of the program – the number of students walking and biking to school. Using the co-curricular activities is also great for your students!

**Where can I get the materials referenced here or other help?**

Contact us to let us know that you plan to participate. If you're not sure about the process, we can answer your questions and talk you through the process.

All the materials mentioned here are on the [Virginia SRTS program](#) website under Student Travel Tally Week.

