

## Mail Data to the National Center

1. From the top navigation bar, hover over “My Tallies” or “My Surveys” to see the drop-down menu, and select “Mail Data to National Center.”
2. 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 data collection time period and/or one cover sheet per Parent Survey data collection time period.
  - a. A data collection time period is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.
3. Create a new data collection time periods by clicking on “Enter New Tally” or “Enter New Survey” under the “My Tallies” or “My Surveys” menus. The data system will guide you through creating a new time period for each school. Click “Finish” when you have created the time period.
4. Return to the “Mail Data to National Center” page by clicking on “Mail Data to National Center” under the “My Tallies” or “My Surveys” menus.
5. In the "Print to Mail" column, check the box for each school/time period combination for which you are sending data to the National Center.
  - a. Make sure you click the boxes for tallies and/or for surveys – the tally/survey cover sheets are not interchangeable. Tally school/time period combinations are first; scroll down to see the Survey combinations.
6. Click "Print Selected Records to Mail" button at the bottom of the page.

The cover sheet(s) that are generated can be printed and will provide instructions for mailing the data to the National Center.