



# Tips for Data Collection in School Settings

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When collecting data from Special Olympics programs in a school setting, there are some important things to remember. The tips below are examples of how to prepare students, parents/guardians, and school personnel for a data collection event.

- **Determine the program scope and process:** Conversations between the school's administration and your Special Olympics program should take place before any event or data collection effort. You should discuss the goal(s) of your program, the process and all elements involved to implement, including data to be collected. It is the responsibility of the administration to ensure that the process you decide upon together will meet the rules and regulations of the schools district.
- **Send home parent notice forms:** It is vital that you send home a notice to the parents/guardians to inform them that Special Olympics will be collecting health-related data. You may want to disclose how you are planning to use the data. The notice should be approved by the school's administration prior to sending. The school may want to send the letter.
- **Determine what form of consent is required for participation:** Because you are working minors and in a school setting there may be a particular type of consent you need to have completed by parents. You should discuss this with the school's administration before you collect any data or begin your program.
- **Communicate time commitment with teachers:** Collecting data may take longer than the typical Special Olympics activity. It is important to discuss how much time you will need and what the students will be doing while they wait.
- **Contact school nurse:** The school nurse is a great resource for collecting health data. Students may easily associate this medical professional with using the measurement tools. This person may assist with explaining the procedures to the students and may help with the transition.
- **Volunteer check-in:** If you are using volunteers to help with data collection check with the school's administration to see if they are required to complete any paperwork with the school system. The volunteers may be registered with the Special Olympics area however; the school may require different paperwork.