

FAST[®] Code Key

FAST School: _____

Cycle ID (Required): _____

FAST Meeting Site, City, State: _____

Site Coordinator: _____

Dates of First / Last Meeting: _____ / _____

Family ID	FAST Child's Name / Parent's Name	Date the family first attended FAST [®]	Parent Consent Forms (Date signed)	Media Consent Signed? (Yes/No)	Parent Pre Survey (Date completed)	Parent Post Survey (Date completed)	Number of FAST [®] sessions attended by family

DIRECTIONS FOR COMPLETING THE CODE KEY

Code Key

The “Code Key” is the master list of Family IDs and family names. The Code Key is how Families & Schools Together, Inc. determines which families graduated from FAST® and which surveys to include in the data analysis. It is very important that the Code Key be completed properly and fully.

How to use the Code Key:

1. Record the name of the child and the parent by the corresponding Family ID on the Code Key. (See the section on assigning a Family ID in the Evaluation Guidebook.)
2. Record the date each family attended their first FAST Session.
3. Record the date Parent Consent Form was signed.
4. Record whether the family signed Yes/No to the media consent section of the parent consent form. (See section on family pictures below.)
5. If your site is using print surveys for Parents, record the date the Parent Pre Survey was completed by each parent. Some families may start late so this may be after the beginning of FAST. If your parents are completing the survey online, the software records the date and you may skip this column.
6. If using print, fill in the dates when Parent Post Surveys were completed. If your parents are completing the survey online, this column is optional.
7. Using the parent sign in sheets, tally the number of sessions each family attended and put them in the last column.
8. The completed Code Key must be returned to Families & Schools Together, Inc.® before we can complete the report. The information on this sheet is necessary for processing your data into a report. You have the option of scanning the code key and emailing it to orders@familiesandschools.org, or mailing it to Families & Schools Together, 2801 International Lane Suite 212, Madison, Wisconsin USA 53704.

Family Pictures

You have the option of sending us family pictures to include in your final report. Pictures are a wonderful way to capture the FAST experience and communicate it to funders and stakeholders.

Please follow these directions if you plan to send us pictures:

1. When you ask parents to fill out the parent consent form, point out the media release section and make sure the parent understands their choices.
2. As you enter the date the parent consent is completed on the Code Key, also enter Yes or No, in the Media Consent column. A blank in the media consent is the same as No.
3. Please do not send us pictures of any families who have not signed the media release.