Frequency Data Sheet

Name: _____ Date: _____

Observer: _____ Setting: _____

Behavior to record: _____

What counts? Describe what you can see or hear.

_____

Starts when: _____

Ends when / next occurrence: _____

Add a tally each time the behavior happens. Use one row per observation period.

Activity	Start time	End time	Minutes	Tally marks	Count

Total count: _____ Total observed minutes: _____

Optional rate per minute: _____ Rate = total count / observed minutes

Notes / breaks in observation:

_____

_____

Write 0 if observed and none occurred. Leave unused rows blank. Exclude time you were not observing.

Duration Data Sheet

Name: _____ Date: _____

Observer: _____ Setting: _____

Behavior to record: _____

What counts? Describe what you can see or hear.

_____

Starts when: _____

Ends when / next occurrence: _____

Observation start: _____ Observation end: _____

Total observed minutes (exclude breaks): _____

Time each occurrence. Record duration as minutes:seconds (for example, 2:30).

#	Start time	End time	Duration (min:sec)	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				

Total duration (min:sec): _____ Occurrences recorded: _____

Optional % of observed time: _____

Convert both totals to seconds: total duration / observed time x 100.

Notes / breaks in observation:

_____

Record only observed time. Note if an occurrence began before or continued after the observation.

How to use these sheets

Choose the sheet that answers your question: **How often does it happen?** or **How long does it last?** Use one behavior per sheet.

Start with a clear description.

Write exactly what you are recording. For example, “raises a hand above shoulder height” is easier to count than “participates.” Agree on when one occurrence starts and ends so everyone records it the same way.

Frequency: count each occurrence.

Write the activity and the start time. Add one tally each time the behavior happens. When you finish, enter the end time, the minutes you actually observed, and the count. Use another row for the next observation period.

If you watched for the full period and nothing happened, write **0**. If you did not observe, leave the row blank or note the gap. Do not record missed observation time as zero behavior.

Duration: time each occurrence.

Use a stopwatch or record start and end times. Write the length of each occurrence in minutes and seconds, then add the durations at the end. For example, 1:30 plus 2:15 equals 3:45.

Only include time you observed. If the behavior was already happening when you started, or was still happening when you stopped, note that the recorded duration covers only part of the occurrence. Note any breaks in observation too.

Calculations are optional.

Frequency rate: divide the total count by the total observed minutes. Six occurrences in 30 minutes = **0.2 per minute**. Rate helps when observation lengths differ.

Duration percentage: divide the time spent in the behavior by the observed time, using the same units, then multiply by 100. Three minutes during a 20-minute observation = **15%**. If no observation took place, write N/A.

Keep the behavior definition and recording rules consistent. Use the notes area for the activity, supports, or changes that help explain the observation.

Research reference: IRIS frequency recording form

IRIS duration recording form