

# How to Complete the Coordinator Designation Form

The online Physical Fitness Test (PFT) Coordinator Designation Form is required to be submitted every year by November 1. The form also must be updated when there is a new superintendent or PFT Coordinator for your local educational agency (LEA) and when there are changes to contact information for either the Superintendent/Charter School Administrator or PFT Coordinator.

- 1 Navigate to <https://www.pftdata.org>.
- 2 Select the **PFT Coordinator Designation online form** link in the Coordinator Registration box.
- 3 Enter the County Code, District Code, and Charter Number for the LEA.
- i* *If your LEA is not an independent charter, please enter 0000 for the Charter Number.*
- 4 Select the **Search** button.
- 5 Enter your current PFT password and select the **Login** button.
- i* *If you are registering a new LEA, no password is required.*
- 6 Complete the form with current information and verify the schools associated with the LEA.
- i* *If a school is not listed on the designation form, it will not be available to assign to students when logged on to the PFT data submission portal. Contact [pft@scoe.net](mailto:pft@scoe.net) for assistance.*
- 7 Review the terms and check the **I Agree to the Terms of Use** check box.
- 8 Select the **Save Changes** button.

## For Superintendents: How to Approve the Coordinator Form

- 1 Select the link within the email to the coordinators designation form approval web page.
- i* *Only the link in the email allows access to approve or decline the designation form.*
- 2 Review the information on the submitted form and select the **Approve** or **Decline** button.
- i* *If **Approve** is selected, an automated email with the new password will be sent to the Superintendent/Charter School Administrator, PFT Coordinator, and Alternate Coordinator. If **Decline** is selected, an automated email will be sent to the PFT Coordinator on file to notify them that they must resubmit the form.*