

# **PFT LEA Coordinator Checklist**

## ***For the Successful Administration of 2019–20 Physical Fitness Testing***

The California Department of Education (CDE) has produced this checklist for local educational agency (LEA) coordinators to assist them in understanding the tasks and other activities necessary to ensure the successful administration of Physical Fitness Testing (PFT) in 2019–20. Please note the following about this checklist:

- It is not exhaustive.
- It may not include every task or activity required of an LEA PFT coordinator to support a successful administration.
- The tasks are listed under the months during which they are most likely to occur; however, some tasks may occur in other months or over a span of several months, depending on your LEA's schedules and needs. Please adjust the month titles to best fit your local schedules, if necessary.
- Additional details for many of the tasks listed can be found at the end of the checklist.

This checklist spans a 12-month period, from September 2019 through August 2020. Tasks that are ongoing in nature also are listed at the end of the checklist. Select the links within each task to find additional information about that particular task.

# Checklist

## September 2019

Complete the online PFT Coordinator Designation form on the California PFT website at <https://pftdata.org/CoordSearch.aspx>.

Access final PFT school, district, county, and state summary reports from the California PFT website secure District Portal at <https://pftdata.org/>.

Distribute Student Score Reports (SSRs) to students/families in accordance with your local plan.

PFT SSRs are available from the California PFT website secure District Portal at <https://pftdata.org/> by selecting the Reports tab.

Review last year's confidentiality practices. Make sure appropriate protocols are in place to ensure as much privacy as possible when administering the PFT (e.g., screens to avoid observation of measurements—especially body composition measurements) and safeguard PFT results from students other than the one being tested.

Review the Back to School Message at <https://www.cde.ca.gov/ta/tg/pf/pftbacktoschool1920.asp> and share with PFT administrators, physical education leads, and teachers.

Determine testing protocol for students having an individualized education program (IEP) or Section 504 plan. Relevant information can be found on the CDE PFT Regulations web page at <https://www.cde.ca.gov/ta/tg/pf/pftregs06.asp>.

Request a waiver from the California State Board of Education if your LEA will be administering the PFT November through January, which is earlier than the testing window.

Review the PFT calendar of important dates on the California PFT 2019–20 Calendar web page at <https://pftdata.org/calendar.aspx?c=2020>.

When the system is rolled over in September, users are locked out. For a new password, a new designation form must be submitted. Forms are located on the California PFT website at <https://pftdata.org/files/pft-qrg-coordinator.pdf>.

## October 2019

Review PFT data preview of school, district, county, and state summary reports and research files, available through the CDE PFT Preview web page at <http://preview.cde.ca.gov/pft/logon.asp>. The exact date for the preview is to be determined.

Purchase necessary equipment and materials, from a store or vendor of the LEA's choice, that are needed for administering the PFT. (optional)

Schedule local training dates.

## November 2019

PFT Coordinator Designation form is due November 1. Forms are located on the California PFT website at <https://pftdata.org/files/pft-qrq-coordinator.pdf>.

Notify PFT site administrators, physical education leads, and teachers of the communication plan, training dates, and testing window.

*Note:* For 2019–20, LEAs are not required to submit PFT data to the CDE.

## December 2019

Prepare for the PFT by providing training for PFT coordinators, teachers, and other LEA staff responsible for the administration of the PFT.

## January 2020

Conduct meetings or trainings to prepare site administrators, physical education leads, and teachers in the proper administration of the PFT to all students in grades five, seven, and nine.

Ensure that data collection forms are ready and distributed to the schools, if applicable.

Download and distribute resources that help in communicating about the PFT (e.g., PowerPoint, Parent Guide to Understanding, Fact Sheet).

Notify parents/guardians of the start of PFT testing and your local testing window. Refer to the PFT Notification of Test Administration letter template at <https://pftdata.org/files/pftparentletter.docx>.

## February 2020

Deadline for posting 2018–19 PFT data in the School Accountability Report Card on the local website.

**Test administration window opens February 1.** Again, for the 2019–20 year, LEAs are not required to submit PFT data to the CDE.

## March 2020

Continue the test administration.

Prepare principals or site PFT coordinators to communicate PFT results to school staff and parents/guardians.

The PFT Guide to Understanding SSRs is located at <https://pftdata.org/files/understandingssr-pft.pdf>.

The PFT Score Report letter template is located at <https://pftdata.org/files/pftssrletter.docx>.

Check for updated PFT resources on the CDE Program Resources web page at <https://www.cde.ca.gov/ta/tg/pf/pftresources.asp> and on the California PFT Resources web page at <https://pftdata.org/resources.aspx>.

## April 2020

Continue test administration.

## May 2020

Continue test administration. **The test administration window closes May 31.**

## June 2020

Review all PFT data and archive according to local policies.

## July 2020

Share CDE Appropriate Uses and Data Privacy letter at <https://www.cde.ca.gov/ta/tg/pf/pftdataprivacy.asp> with PFT site administrators, physical education leads, and teachers.

## August 2020

Debrief with LEA staff responsible for the PFT administration during the year.

Plan for the next PFT administration window to include adjusting LEA schedules to accommodate the submission of data to the CDE for the 2020–21 year.

## Ongoing/Continuous

Establish procedures and monitor sites to ensure that procedures are followed.

Regularly communicate and troubleshoot with site PFT leads and respond to their questions to ensure that any issues are resolved.

Check for new students who may need testing, as all students in grades five, seven, and nine are required to be administered the PFT.

Document trends and obtain feedback for next year's planning. Verify the need for specialized equipment for students who require accessibility resources.

## Additional Information

The pages that follow provide an expanded view of the PFT coordinator tasks. They are grouped by the following categories:

- LEA Training Coordination
- Materials
- Administration Funding
- Results and Reporting
- Supports and Accommodations
- Test Planning and Scheduling
- Test Security, Procedures, and Forms
- Trainings and Learning Opportunities
- PFT Resources

The arrow symbol (→) indicates an *action item* that may include a hyperlink that leads to additional online information available for PFT administration.

### LEA Training Coordination

Free online videos for each of the FITNESSGRAM test options are available on the California PFT Modules, Videos, and Training web page at <https://pftdata.org/training.aspx/>. PFT coordinators, teachers, and other LEA staff responsible for the PFT administration would benefit from viewing the protocols demonstrated in these videos. In addition to the videos, this web page includes free webinars and modules designed to familiarize PFT coordinators with essential PFT requirements and the data submission and correction processes.

### Materials

Pre-ID and scannable data collection materials are not required for administering the PFT; however, LEAs can purchase these materials and related services from vendors of their choice.

### Administration Funding

The administration of the PFT is not directly funded through state apportionments. Most costs associated with the test administration are the responsibility of the LEA. Costs include equipment and materials, training for teachers, and the processing and analysis of the PFT data.

These costs are no longer recoverable as “state-mandated costs” through California’s State Controller’s Office. They are now covered under the Mandate Block Grant. Information on this grant, including the time line and online application process, is available on the CDE Mandate Block Grant web page at <https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp>.

## Results and Reporting

PFT coordinators should review the reporting requirements and acceptable codes for race and ethnicity and economically disadvantaged reporting in the “PFT Student Data File Layout” found at <https://pftdata.org/> under “Resources.”

### PFT SSR Letter Template

This is a template for a letter you can send to parents/guardians along with the SSR. It gives an explanation of how to interpret the results and how they are used.

The PFT SSR letter template can be found at <https://pftdata.org/files/pftssrletter.docx>.

### PFT Notification of Test Administration Letter Template

This is a letter template you can use to notify parents/guardians notifying them of the start of PFT testing and your local testing window.

The PFT Notification of Test Administration letter template can be found at <https://pftdata.org/files/pftparentletter.docx>.

### Guide to Understanding Your PFT SSR

This guide explains the PFT SSR.

The Guide to Understanding your PFT SSR can be found at <https://pftdata.org/files/understandingssr-pft.pdf>.

## Supports and Accommodations

### Verify Accessibility Resources

Verify the need for any specialized equipment for students requiring accessibility resources. Accommodations may be provided only to students with an IEP or 504 plan, while designated supports may be provided through an LEA-determined teacher recommendation process.

→ *Matrix Two: PFT Variation/Accessibility Resources* at <https://www.cde.ca.gov/ta/tg/ai/pftaccessibilityresources.asp> identifies resources, supports, and accommodations available for the PFT.

### Review IEPs and Section 504 Plans

Communicate with your LEA's special education teachers to review students' IEPs and Section 504 plans and identify testing supports that are to be used. Students' parents/guardians along with the IEP or Section 504 plan teams are responsible for deciding how students with disabilities will participate in the fitness areas of the PFT.

## Test Planning and Scheduling

### Fitness Areas and Test Options

Communicate the areas, options, and equipment that can be used to measure a student's fitness for California PFT to appropriate staff. This information is available on the CDE Fitness Areas and Test Options web page at <https://www.cde.ca.gov/ta/tg/pf/pft1213testoptions.asp>.

### Students on Block Schedule

Students on block schedules are still required to take the PFT. These students can take the test during the testing window or LEAs can request a waiver to test outside of the testing window on the CDE Waiver Request web page at <https://www.cde.ca.gov/re/lr/wr/submit.asp>.

## Test Security, Procedures, and Forms

### Complete the PFT Coordinator Designation Form

The LEA completes the required PFT Coordinator Designation form, identifying the LEA PFT coordinator. A reminder email is sent to the current LEA PFT coordinator and the district superintendent or charter school administrator. Forms are located on the California PFT website at <https://pftdata.org/files/pft-qrq-coordinator.pdf>.

*The form must be submitted annually and should be resubmitted whenever there is a change to staff or contact information.*

- The annual PFT Coordinator Designation form form is usually available in September.



## Training and Learning Opportunities

### Coordinator Video

The PFT Test Administration video at <https://youtu.be/uxnb-6AYEGM> is designed to prepare PFT coordinators for the test administration process.

### Data Submission Video

The PFT Data Submission video at <https://youtu.be/ALp8ZkLBZHI> is designed to prepare PFT coordinators for the data submission process.

### FITNESSGRAM® Reference Guide

The FITNESSGRAM® Reference Guide at <http://www.cooperinstitute.org/fitnessgram/reference-guide> provides answers to questions associated with the use and interpretation of the FITNESSGRAM® assessment.

### Training Resources

Free online videos for each of the FITNESSGRAM test options are available on the California PFT Modules, Videos, and Training web page at <https://pftdata.org/training.aspx>. PFT coordinators, teachers, and other LEA staff responsible for the PFT administration would benefit from viewing the protocols demonstrated in these videos. In addition to the videos, this web page includes free webinars and modules designed to familiarize PFT coordinators with essential PFT requirements and the data submission and correction processes.

## **PFT Resources**

### **Equipment List**

<https://www.cde.ca.gov/ta/tg/pf/pftresources.asp>

### **FITNESSGRAM® Test Administration Manual**

At a minimum, each LEA should purchase one copy of the FITNESSGRAM® Test Administration Manual for each school that administers the PFT. To order the manual, go to the “Training” menu of the FITNESSGRAM® website at <http://www.fitnessgram.net/> or contact US Games by phone at 1-800-327-0484.

### **Healthy Fitness Zone Charts**

<https://www.cde.ca.gov/ta/tg/pf/pftresources.asp>

### **PACER Look-Up Table**

<https://www.cde.ca.gov/ta/tg/pf/pftresources.asp>

### **Parent Guide to Understanding the PFT**

<https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>

### **PFT Calendar**

<https://pftdata.org/calendar.aspx?c=2020>

### **PFT Coordinator Manuals**

<https://www.cde.ca.gov/ta/tg/pf/pftresources.asp>

### **PFT Fact Sheet**

<https://www.cde.ca.gov/ta/tg/ca/assessmentfactsheets.asp>

### **PFT Modules**

<https://pftdata.org/training.aspx>

### **PFT Reference Guide**

<https://pftdata.org/resources.aspx>

## PFT Resources

<https://pftdata.org/resources.aspx>

## Quick Reference Guides

How to Complete the Coordinator Designation Form

How to Correct Errors and Warnings

How to Delete Student Records

How to Download SSRs

<https://pftdata.org/resources.aspx>

California Department of Education • October 2019