# PFT Coordinator Manual

FITNESSGRAM

This section summarizes key information for the spring administration of the PFT that should be reviewed to ensure adherence to the PFT administration, data collection, and reporting procedures.

There are no changes to the PFT for 2015–16. The *FITNESSGRAM* performance standards and Healthy Fitness Zones remain unchanged for this year and the same åæcæÅ¸^|å•Áæ•Á|æ•cÁ^^æ¦Á¸â||Áà^Á¦^][¦c^åÈ

Q}Á[¦å^¦Ác[Á¦^&^àç^ÁÚØVÁ}[cå¸&æcå[}•Áæ}åÁ{^••æ*^•ÊÁ^}c^¦Á[¦Á˘]|[æåÁåæcæÊÁæ}åÁ access, view, and correct individual student data via the secure District Portal of the California PFT Web site at http://www.pftdata.org/, every LEA must designate a PFT Coordinator and obtain a current year password. This password is reset each year. The PFT Coordinator Designation Form must be completed by November 1, even if the information has not changed from the previous year. If the PFT Coordinator contact information changes at any point during the year, the form should also be updated and resubmitted.

The PFT Coordinator Designation form is completed entirely online (Figure 1). This online form is available from the California PFT Web site at http://www.pftdata.org/.
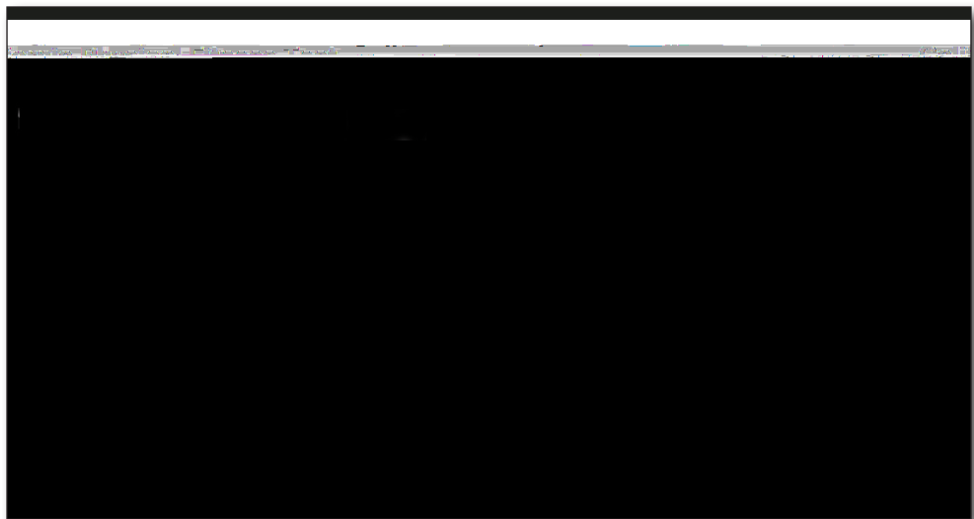
Immediately following the submission of the online form, the Superintendent or Charter School Administrator will receive an automated e-mail from PFT Support (pftdata@sjcoe.net) with a link to review the designation form. Upon completing this review, the Superintendent or Charter School Administrator approves or denies the form with the following results:

● [garbled text] e-mail with the password to the PFT Coordinator, Superintendent or Charter School Administrator, and, if provided, the Alternate PFT Coordinator. This password is required to log on to the secure District Portal of the California PFT Web site at http://www.pftdata.org/, along with the county code, district code, and charter number. (For an LEA that is a school district or county [garbled text]

The Superintendent or Charter School Administrator signs the printed copy [garbled text]

If the form is denied, PFT Support sends an automated e-mail to the applying PFT Coordinator informing him or her of the denial and the need to reapply.

To ensure the automated approval request e-mail that is sent to the Superintendent [garbled text] be set to accept or whitelist e-mails from the PFT Support e-mail account (pftdata@sjcoe.net).

For questions about the online designation process, contact the PFT Help Desk by using the contact form at https://pftdata.org/contact.aspx. The contact form requires county code, district code (taken from County, District, School [CDS] code), and [garbled text]

The SJCOE will verify that the Superintendent or Charter School Administrator provided on the online PFT Coordinator designation form matches the [garbled text] Directory Web page at http://www.cde.ca.gov/re/sd/. If the information does not match, the LEA will be contacted and the password will be deactivated until this matter is resolved.

All LEAs must submit 2015–16 PFT data by the June 30, 2016 deadline. Key deadlines are outlined in Table 1.

February 1, 2016	PFT administration window opens. Secure District Portal opens for PFT data submissions. Data correction window opens within 24 hours after data is submitted.
May 31, 2016	PFT administration window closes.
June 30, 2016	Secure District Portal closes for data submissions and corrections.
August 31, 2016	PFT data correction and preview windows close.

Additional dates and activities are outlined in the PFT Calendar available at https://pftdata.org/calendar.aspx?c=2016.

Heathy Fitness Zone (HFZ) charts are available on the CDE PFT *FITNESSGRAM*: Healthy Fitness Zone Charts Web page at @cc]KĐĐ¸¸¸Ė&å^Ė&æĖ*[çĐcæĐc*Đ]~Đ@^æ|c@,c:[}^•Ėæ•]. Included are current-year HFZ Charts as well as documentation of changes to the HFZ standards.

The following list highlights the common errors and warnings that have occurred in past year data. This list is provided to assist with avoiding similar errors or warnings in the current year data. Errors indicate data that must be corrected otherwise the student record with errors will not be scored nor reported. Warnings will not prevent student records from being scored and reported but should be corrected if possible, as they may impact the integrity of the data.

Common Errors:

> School code was missing or invalid.

> Date of Birth or PFT Start Date were missing or invalid.

> Push-Up, Curl-Up, PACER, One-Mile Run (minutes), Height (inches), Bioelectric Impedance Analyzer, and Trunk Lift data were not within the valid ranges.

Common Warnings:

- Œ^¦[àâ&ÂÔæ]æ&âcˆÁæ}åÁÓTQÅåæcæÁ¸^¦^Áâ}•˘~,&â^}cÁ[¦Áâ}&[{]|^c^ÈÁVˆ]â&æ||ˆÁc@^•^Á data were missing height (feet and inches) or weight.

- Ø|^¢âàâ|âcˆÁåæcæÁ¸^¦^Áâ}•˘~,&â^}cÁ[¦Áâ}&[{]|^c^ÈÁV@^ÁØ|^¢âàâ|âcˆÁæ¦^æÁâ}˘å^•Ác@^Á Back-Saver Sit and Reach and the Shoulder Stretch. The data submitted for these two tests included one side only and both left and right sides are needed to score these tests.

- Pâ•]æ}â&ÐŠæcâ}[Á,^|åÁ@æåÁ{â••â}*ÁÇâÈ^ÈÁà|æ}\DÁ[¦Áâ}çæ|âåÁåæcæÈÁQ}çæ|âåÁåæcæÁ resulted because the codes provided were not Y (Yes) or N (No). Student records with warnings due to missing or invalid Hispanic/Latino data are reported in the "Two or More Races" category on the PFT summary reports.

  National School Lunch Program (NSLP) eligibility and Parent/Guardian Highest Education Level codes were missing (i.e., blank) or invalid. Student records with warnings due to missing or invalid NSLP eligibility and Parent/Guardian Pâ*@^•cÁÒå˘&æcâ}ÁŠ^ç^|Á&[å^•Áæ¦^Á¦^][¦c^åÁâc@^Á^‰W}\}[¸ÊÁâ}•˘~,&â^}cÁ

To assist with correcting errors and warnings, several tools are available to PFT coordinators from the Student List. These tools include a warning and error report; a report of student records which were removed as duplicates; a feature to search for •cˇå^}c•Áàˆ´Á}æ{^Á¸,¦•cÁ[¦Á|æ•cÐÊÁÙcæc^¸ãå^ÁÙcˇå^}cÁQå^}cã¸&æcã[}ÁÇÙÙQÖDÁ}ˇ{à^¦ÊÁ[¦Á•&@[[|Á&[å^LÁæ}åÁæÁ¸|c^¦Ác[ÁÇã^¸¸Á[}|ˆÁ•cˇå^}cÁÁ^&[¦å•Á¸ãc@Á^¦¦[¦•Á[¦Ácˇå^}cÁÁ^&[¦å•Á with warnings.

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FITNESSGRAM

The proper administration of the *FITNESSGRAM*Á¦^˘˘ä¦^•Á•]^&å‚&Ác^•cå}*Á
equipment and data collection materials as noted in Table 2. *FITNESSGRAM*
Fitness Areas, Test Options, and Equipment.

If the PFT was administered in previous years, it may not be necessary to order any
new equipment or materials. PFT coordinators should check with physical education
teachers early in the school year to determine if new equipment or materials are
needed.

LEAs may purchase equipment and materials from a store or vendor of their choice.

Videos, and Training Web page includes free Webinars and modules designed to familiarize PFT coordinators with essential PFT requirements and the data submission and correction processes.

The *FITNESSGRAM* Test Administration Manual show students administering the *FITNESSGRAM* to other students. This aspect of the online training and the manual   comply with *California Code of Regulations*, Title 5, Section 1043 requiring the PFT to be administered and scored by employees of the LEA. Employees must be the ones who administer the PFT (i.e., *FITNESSGRAM*) to students in California.

Pre-ID and scannable data collection materials are not required to administer the PFT; however, LEAs may purchase these materials and related services from vendors. For more information regarding the use of vendors, contact the Pã*@ÅÙ&@[[|Åæ}åÅÚ@ˆ•ã&æ|ÁØãc}^••ÁŒ••^•• {^}cÁU-,&^ÅàˆÅ]@[}^ÅæcÁJFÎËIIÍËJIIJÅ or by e-mail at pft@cde.ca.gov. The "2015–16 PFT Resources" includes a list of vendors and is located on the CDE PFT Program Resources Web page at http://www.cde.ca.gov/ta/tg/pf/pftresources.asp.

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More importantly, if schools in the LEA are on a block, quarter, or alternative schedule in which students do not receive physical education instruction every ten school days, the LEA must submit a waiver to the SBE, or it is in violation of the California *EC* sections 51210 and 51222. The SBE adopted the waiver policy c[Áæ||[¸ÁŠÒŒ•Ác[Á•^^\Á'^¢åàå|åc^Áå}Ác@^•^Á¦^˘˘å¦^{^}c•Áå}Á[¦å^¦Ác[Áæ&&[{{[åæc^Á block schedules, when necessary. The SBE Policy #99-03 created criteria for the consideration and granting of waiver requests of the physical education requirements. One of the criteria requires that "Students are prepared for and]æ¦cã&å]æc^Áå}Ác@^Á]@^•å&æ|Á]^¦~[¦{æ}&^Ác^•cã}*Áæ•Á•]^&å,^åÁå}Ác@^ÁÔæ|â~[¦}åæ *Education Code.*" The "Waiver Policies: Physical Education Requirements for Block Schedules" can be obtained from the CDE Waivers Web page at http://www.cde.ca.gov/re/lr/wr/.

PFT coordinators should review the reporting requirements and acceptable codes for race and ethnicity and economically disadvantaged reporting in the "2015–16 PFT Student Data File Layout" found in the Resources section of this manual.

The PFT reporting requirements for race and ethnicity align with federal requirements and those of other California standardized assessments, requiring a two-part question be used to collect data about race and ethnicity. More information about the federal standards for collecting and reporting race and ethnicity categories can be found on the CDE Race and Ethnicity Frequently Asked Questions Web page at http://www.cde.ca.gov/ds/dc/es/refaq.asp.

The CDE collects information about the economic status of students through two ,^|å•ÊÁÚæ¦^}c̃Õ˘æ¦ååæ}ÁPã*@^•cÁÒå˘&æcã[}ÁŠ^ç^|Áæ}åÁ^|â*åàå|åc^Á-[¦Ác@^ÁÞæcã[}æ|Á School Lunch Program (NSLP), which is also known as Free and Reduced Priced Meals (FRPM). Eligibility for the NSLP does not mean the student is participating in c@^ÁÞÙŠÚÍÁV@^Áå}~[¦{æcã[}Á~¦~[{Ác@^•^Ác¸[Á,^|å•Áå•Á˘•^åÁc[Áå&c^¦{å}^Ác@^Á•c˘å^}cq•Á economically disadvantaged status and to carry out other analysis to assist with the interpretation of the PFT results.

The following are acceptable values for the two economically disadvantaged
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Õ¦æå^Á¸ç^Á•c˘å^}c•Á^[˘}*^¦Ác@æ}Áæ*^ÁJÁ¸@[Á&[{]|^c^Ác@^ÁU}^ËTã|^ÁÜ˘}Á[¦Á PACER will not be scored, but will be reported in the HFZ regardless of the one-mile run time or number of laps completed.

Õ¦æå^Á¸ç^Á•c˘å^}c•Á¸@[Áæ¦^Áæ*^ÁJÁ¸ã||Áà^Á•&[¦^åÁæ}åÁ¦^][¦c^åÁ˘•ã}*Ác@^Á standards for age 10 students.

Q˞Ác@^ÁFÍË{^c^¦ÁÚŒÔÒÜÁã•Áæå{ã}ã•c^¦^åÉÁc@^ÁFÍË{^c^¦ÁÚŒÔÒÜÁ|æ}•Á¸¦•cÁ}^^åÁ to be converted to 20-meter laps. A PACER Conversion Chart is located in the *FITNESSGRAM* Test Administration Manual.

Test Option	Gender	Age	Height (feet and inches)	Weight (pounds)	One-Minute Heart Rate (beats per minute)	Laps or Time
One-Mile Run					N/A	Time*
20-meter PACER			N/A	N/A	N/A	Laps
Walk Test			N/A			Time

* VO$_2$max will not be calculated if the time for the One-Mile Run is over 13 minutes.

For the One-Mile Run, in addition to gender, age, and time, the student's height and weight must be collected. For most students, this will not require additional data collection as their age and gender should already be collected as part of the PFT and their height and weight should already be collected for Body Mass Index (BMI), one of the options for Body Composition.

A calculator that estimates BMI and VO2max scores is available on the Students & Parents Tab of the CDE PFT Web page at http://www.cde.ca.gov/ta/tg/pf/.

The Presidential Youth Fitness Program also has a

County, district, and school code (i.e., CDS code) and charter number,

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(i.e., Back-Saver Sit and Reach and Shoulder Stretch) require scores for both the left and right sides. Skinfold Measurements requires scores for the triceps and calf. BMI requires height and weight. Required data and scores for Aerobic Capacity are outlined in Table 3. Aerobic Capacity Data Collection Requirements. Students without complete test scores will à^Á•&[¦^åÁQ}•˘~,&å^}cÁÇQDÁæ}åÁ¦^] [¦c^åÁæ•ÁÞ^^å•ÁQ {]¦[ç{ ^}cÈÁŒÁ&[¦^Á[~ÁQ}•˘~,&å^}cÁå}ÁÁŒ^¦[àâ&ÁÔæ]æ&âc^ÈÁÓ[å^ÁÔ[{] [•âcâ[}ÈÁ[¦ÁØ|^¢âàâ|âc^Áâ•Á&[}•âå^¦^åÁæ•Á]æ¦câ&â]æcâ}*Áâ}Ác@æcÁ,c}•••Áæ¦^æÁ¸@^}Ác^^Á•&[¦â}*Á]¦[*¦æ{ Á calculates a student's Participation Level. For example, a student who has time reported for the One-Mile Run and only weight reported for the BMI, â•Á•&[¦^åÁQ}•˘~,&å^}cÁ~[¦ÁŒ^¦[àâ&ÁÔæ]æ&âc^Áæ}åÁÓ[å^ÁÔ[{]•âcâ[}ÈÁÿ^cÈÁc@â•Á •c˘å^}cÁå•Á&[}•âå^¦^åÁæ•Á@æçâ}*Á]æ¦câ&â]æc^åÁâ}Ác@•••Ác¸[Á,c}•••Áæ¦^æ•È

Shoulder Stretch scores should be reported as Y (Yes) or N (No). Values [~ÁÚÁÇÚæ••DÈÁØÁÇØæâ|DÈÁ[¦ÁFÁ[¦ÁGÁ¸â||Á'æ*Áæ•Á^¦¦[¦•Áæ}åÁÊÁâ~Á[cÁ&[¦¦^&c^åÁÊÁc@^Á student will not be scored.

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The PFT data are collected yearly from every LEA. Subsequently, state, county, school district, and school PFT results are posted on the CDE DataQuest Web page at http://dq.cde.ca.gov/dataquest/. The CDE also submits a report of the state PFT results to the Governor and the Legislature. The completion of these tasks requires that all LEAs submit their PFT data to the state PFT contractor, the SJCOE. This section details the process for collecting and submitting the PFT data. The PFT Calendar, available on the PFT Resources page of the California PFT Web site at https://pftdata.org/calendar.aspx?c=2016, provides a more detailed and up-to-date schedule of all the activities associated with the PFT.

It is the responsibility of the LEA to determine how student test data will be collected, compiled, recorded, and submitted. Reviewing the requirements early in
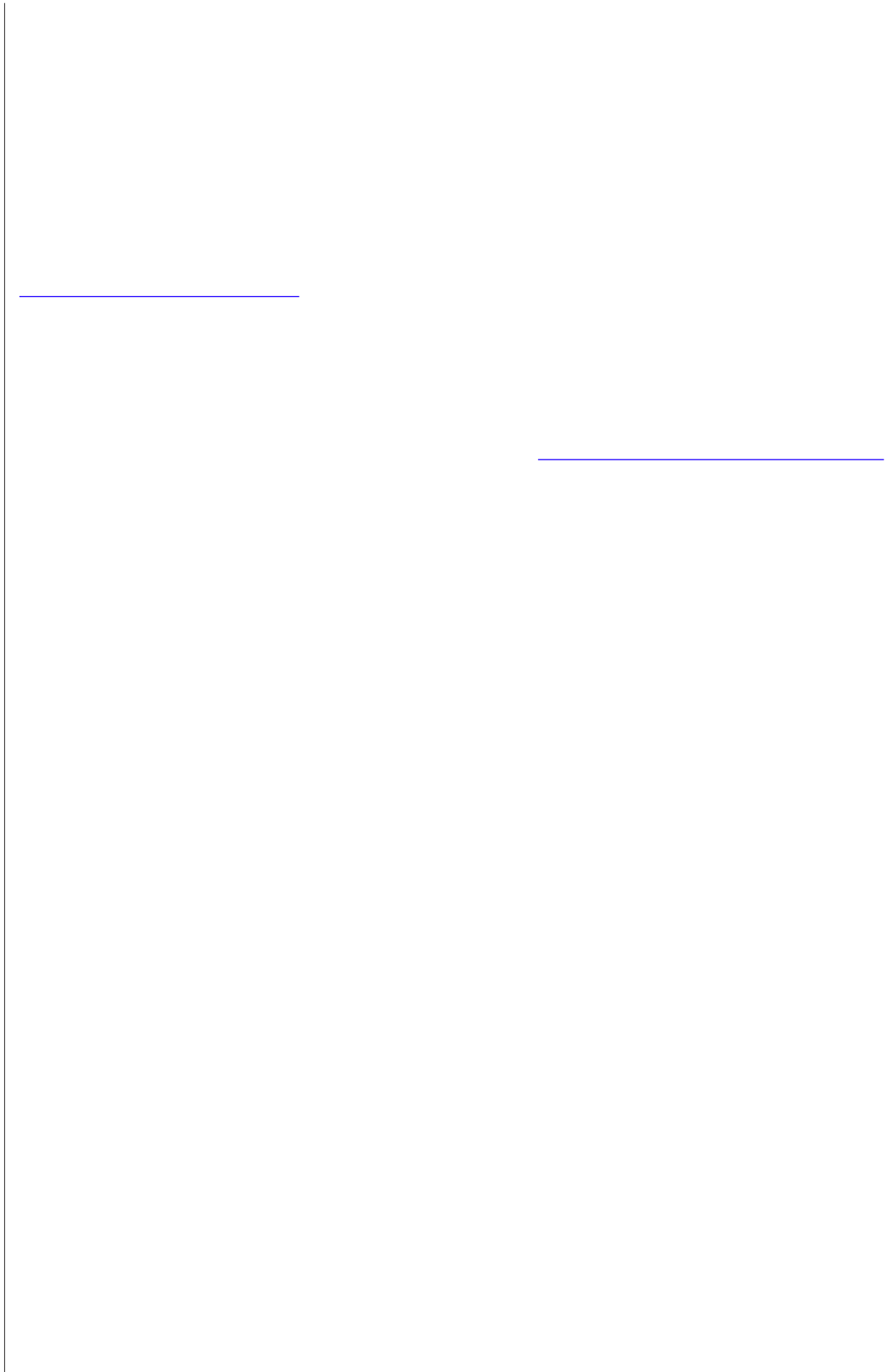
ÚØVÁ&[[¦åâ}æc[¦•Á¸â∥Á,}åÁæÁ}˘{à^¦Á[~Á˘•^˜˘|Áæ]]¦â&æcâ[}•Á•˘&@Áæ•ÁÖæcæÁÒ}c¦ˆÊÁÖæcæÁ Upload, and the Student List. For a demonstration of the data sumission process view the Data Submission training module on the California PFT Modules, Videos, and Trainings Web page at http://www.pftdata.org/training.aspx.

V^{]|æc^ÁÕ^}^¦æc[¦Á]¦[å˘&•ÁÇ@^ÁÒ¢&^|Ác^{]|æc^Á¸ãc@Ác@^Áã}~[¦{æcã[}Á,||^åÁã}Á~¦[{Ác@^Á,^|å•Áå}Ác@^Á˘]|[æå^åÁ,|^Ç•DÉÁV@^Ác^{]|æc^Á&æ}Ác@^}Áà^Áå[¸}|[æå^åÁæ•Áæ}ÁÒ¢&^|Á,|^ÊÁ¦^çã^¸^åÊÁæ}åÁ&[{]|^c^åÊÁæ•Á}^&•••æ¦^ÊÁU}å^Á&[{]|^c^åÊÁc@^ÁÒ¢&^|Á,|^¸ã||Á}^^åÁc[Áà^Á•˘à{ãcc^åÁ˘•ã}*Ác@^ÁÖæcæÁW]|[æåÁæ]]¦ã&æcã[}È

– PFT coordinators who are logged in to the PFT Manager can verify their entries or submissions, including the numbers of student records entered or submitted, by selecting the Student List. PFT coordinators are strongly encouraged to log in and periodically verify data to ensure it has been properly submitted; that the number of records in the system matches the number of student records submitted; and that the student records are

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PFT Help Desk by using the contact form at https://pftdata.org/contact.aspx (preferred) or by phone at 888-852-9681.

To assist with reviewing errors and warnings, PFT coordinators can view an

^¦¦[¦Áæ}åÁ¸æ¦}ã}*Á¦^]|[¦cÁ[¦Á˘•^Ác@^Á,|c^¦Á[[|Áã}Ác@^ÁÙc˘å^}cÁŠã•cÁc[Áçã^¸Á[}|^Á students with errors or students with warnings. PFT coordinators can also use the Student List to view duplicate records removed by the system; search

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Due to large numbers of student records with errors and warnings,

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c@^Á¦¦^&[¦å•Á}^¸Á,|^¸ã||Áà^Á&[}•ã^¦^åÁå˘]|ã&æc^•Áæ}åÁ[c˘å^æ&&^}c^åÉ

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Q}Åc@^Á,¦•cÁ]æ¦æ*¦æ}@Á[~Ác@^ÁÚØVÁTæ}æ*^¦ÁY^|&[{^Á]æ*^ÈÚØVÁ&[[¦åâ}æc[¦•Á¸ â||Á ,}åÁæÁ|â}\Ác[Ác@^ÁÚØVÁÔ[}¸¦{æcâ[}Áæ*^ÈV@â•Áâ•ÁæÁ|â}\Ác[ÁææÁ¦â}cæà|^Á&[}¸¦{æcâ[}Á[~Á entries and submissions.

Ú¦â[¦Ác[Á˘]||æåâ}*ÁæÁ,|^ÈÚØVÁ&[[¦åâ}æc[¦•Á•â•Á@[˘|åÁ¦^ç⠥¸ Áæ}åÁ^åâcÁc@^Áåæcæ Á,|^Ác[Á ensure all data issues are resolved, per the following considerations:

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name assigned by SJCOE includes the county code, district code, charter
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submission date. These codes are associated with the PFT Coordinator who
|[•Áâ}Ác@¦[˘*@Ác@^Á•â•&˘¦¦^ÁÖâ•c¦â&c&Á Ú[¦cæ|Ác[˘]||æåÁc@^Á,|^ÈV@^¦^~[¦Èáâ•Áç^¦^
important for PFT coordinators who serve multiple LEAs to log in through the
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.ÁV@^ÁÖ替æÁW]|[æåÁæ]]|â&ææcâ[}Áâ ¸ â||Áæ&&^]cÁ,|^•Á[~Áæ}^Áâ:ÈÁV@^Á
]¦[&••â}*Ác{^Áçæ¦â^•Áàæ•^åÁ[}Ác@^Á,|^q•â:^Áæ}Ác@^}Á˘à•^¦Á[~,|^Áâ}Á
c@^˘˘^˘^Á¸ æâcâ}*Ác[Áà•^Á]¦[&••^åÈÁÚØVÁ&[[¦åâ}æc[¦•Á@[•••à{âcæ¦â*^Á,|^•Á
[¦Á,|^Á&[[•••Ác[Ác@^ÁÁR{}^ÁH€Áå^æ替â}|^Á ¸ @^}Á{æ^¦Á,|^Á*•cÁà{æ^Á
^¢]^¦â^}&^Áå^|æ^•Áà^[}åÁGI@[˘]¦â Áå}Á*^ccâ}*Á¦Á[câ ¸^åÁæà ˘cÁc@^Áæ&&^}cæ}&^Á
•cæc˘•Á[~Ác@^â¦Á,|^•È

Check the data to ensure the following errors have been
corrected to prevent scoring and reporting problems:

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or prevent the scoring and reporting of the student records. Hyphens,
åæ•@•@•È[¦Áæ[•c¦[]@^Áâ•c˘å^}cÁ¦•cÁ[¦|æ¦•cÁæ{^Áæ¦•æ{^}&&]cæà|^È

˝Á Ùc˘å^}cÁ{âååå|^Áâcâæ|•â•Á@[˘|åÁ [c@æç^Á^]â[å•Áæ]]^}å^åÁæc@^^}åÁ[~Á
the initial.

˝Á Ö^åä{æ|•Á[}¦^Áæ¦¦^æ||[¸ ^åÁ~[¦Ác@^Á^•&^}cÁà[å^~ÁæcÁ•æ^][¦c^åÁ~[¦Ác@^Á
Bioelectric Impedance Analyzer. The percent body fat scores should be
reported as decimals to the tenths place, including scores for any integer
percentages (i.e., 22 percent should be reported as 22.0 percent). Check

to ensure that the scores reported under the Bioelectric Impedance Analyzer are not calculated Body Mass Index (BMI) scores, as these provide different Body Composition information.

˝Á Q~ÁæÁÖUÓÁâ•Á[˘c•åå^Á[~Ác@^Á¦æ} *^•Á~[¦Ác@^Á*¦æå^•ÁÇ•^^Á‰Ù^•cã[}ÁHÈÁV^•cÁ Œå{ã}â•c¦æcã[}+DÊÁâcÁ¸â||Á'æ*Áæ•Áæ¦¸æ¦}â}*ÊÁÚØVÁ&[[¦åâ}æc[¦•Á¸â||Á}^^ãÁc[Á ç^¦ã~^ÁæÁ'æ**^åÁÖUÓÁâ•Á[¦¦^&cÈÁU}&^Áç^¦ã¸^åÊÁc@^ÁÚØVÁÔ[[¦åâ}æc[¦Á&æ}Á leave this part of the record unchanged, provided all errors are corrected, and select "Save Changes" in the Student Manager. If the DOB was ç^¦ã¸^åÁæ•Á&[[¦^&cÊÁc@^Á¸æ¦}â}â}*Á'æ*Á¸â||Á¦^{æâ}ÁÁc@^Á•c˘å^}cÁ¦^&[¦åÈ

˝Á Q~ÁæÁÖUÓÁ^^æ¦Áâ•ÁæÁGËåâ*ãcÁ^^æ¦ÁÇ^È*ÈÁJÌÊÁ€GDÊÁâcÁ¸â||Á'æ*Áæ•Áæ}Á^¦¦[¦Ác@æcÁ must be corrected or the student record will not be scored nor reported. DOB year must be a 4-digit year (e.g., 1998, 2002).

˝Á Q~ÁæÁÖUÓÁâ•Áâ}çæ|ãåÁÇ˘}æ&&^]cæà|^Á{[}c@Áæ}åÁåæ^Á&[{àã}æcã[}ÁŽ^È*ÈÁR˘}^Á 31] or current test year provided for DOB year), the student record will not be scored nor reported.

˝Á Q~ÁæÁÚØVÁÙcæ¦cÁÖæc^Áâ•Áâ}çæ|ãåÁÇ^È*ÈÁŒ]¦â|ÁHFÊÁà^ˆ[}åÁTæˆÁHFÊÁâcÁâ•Á@[˘|åÁà^Á &[¦¦^&c^åÊÁQ~Ác@^ÁÚØVÁÙcæ¦cÁÖæc^Áâ•Á[cÁçæ|ãåÁ[¦Á{â••ã}*ÊÁâcÁ¸â||Á'æ*Áæ•Áæ}Á error to be corrected.

˝Á Q~Áæ}ˆÁ,c}^••Ác^•cÁ•&[¦^Áâ•Áâ}çæ|ãåÁÇ}[cÁ¸âc@â}Ác@^Áææ&&^]cæà|^Á¦æ}*^ÁDÊÁc@^Á student record will not be scored nor reported. These types of errors •@[˘|åÁà^åÁ&[¦¦^&c^åÁà^ˆ-[¦Á•˘à{ãccâ}*ÊÁæ•Á,|^Á@[¸¸^ç^¦ÊÁâc@^^Á{æ^Áæ•|•^[Á be corrected after submission provided it is within the data correction window(s).

˝Á Š^ææåâ}*Á:^¦[•Áæ¦^Á}[c¦^˘ˆ¸ãˆ¦åå~[¦Áæ}^Ác¸[Ëãâ*ãcÊ^|â•ÊÁ~ãÁæÁ•â}*|^Áãâ*ãcãâ•Á reported.

˝Á Š^æç^Á^}c¦ã^•ÁÁà|æ}\Á~[¦Ác^•c•Á[cÁcæ\^}}Áà^ÁææÁ•c˘å^}cÊÁV@^Á•Á&[¦ã}*Á]Á¦¦*¦æ{Á treats a result of zero (0) differently from a blank. A zero indicates a test taken with a resulting score of zero (e.g., zero inches reached on the Back-Saver Sit and Reach). A blank indicates the student did not attempt or participate in a test.˙5g˙U˙e

complete PFT in two different schools. The result is two records in the data
,|^Á~[¦Á•˘&@Á•c˘å^}c•ÊÁÒâc@^¦Ác@^ÁåæcæÁ•@[˘|åÁà^Á&[{àâ}^åÁâ}c[ÁæÁ•â}*|^Á¦^&[¦åÁ
or the record with the best or more complete data should be reported. Files
•@[˘|åÁà^Á&@^&\^åÁ~[¦Áâ˘]|â&æc^•Áà^~[¦^Áà^â}*Á˘]|[æå^âÊÁU¦ÊÁ}&^Ác@^Á,|^Áâ•Á
uploaded, the PFT Coordinator can view a duplicate record report from the
Student List to determine which records were removed as duplicates and
evaluate how to best resolve this type of data issue.

V[Á^}•˘¦^Ác@æcÁ,|^•Á˘]|[æåÁ¦[]^¦|^Áâ}c[Á
c@^ÁåæcæÁ˘]|[æåÁæ]|â&æcâ[}ÊÁæ||Á[~âc@^Á&[|˘{}•Áâ}c@^Á,|^Á^^åÁc[Áà^^Áæ¦¦æ}*^åÁ
in the exact order shown on the "2015–16 PFT Student Data File Layout" or
the Excel template available on the PFT Resources page of the California
PFT Web site at http://www.pftdata.org/. In addition, blank rows should not be
added between the rows of data.

.ÁV@^Á¦•cÁ¦[¸Á[~ÁåæcæÁ,|^•Ác^]â&æ||^Á&[}cæâ}•Ác@^Á&[|˘{}Á
names (i.e., header row). The header row can be deleted before uploading
æÁ,|^ÈÁQ~Ác@^Á,|^â•Á˘]|[æå^åÁ¸âc@Ác@^Á@^æå^¦¦[¸ÊÁâc¸â||Áà^Á¦[&^••^åÁæ•Áæ&Á
student record with errors, which will need to be deleted from the Student List.

In order to enter data, upload data, correct errors and warnings, or access and view
individual student results and summary reports from current or previous years via the
secure District Portal of the California PFT Web site at http://www.pftdata.org/, the
PFT Coordinator must have a password. This password is reset each year. A new
PFT Coordinator Designation form should be completed online by November 1, even
if the information has not changed from the previous year.

For questions about data submission or passwords, contact the PFT Help Desk by
using the contact form at https://pftdata.org/contact.aspx (preferred) or by phone at
888-852-9681.

For questions about the PFT program or policies, contact the High School and
Ú@^•â&æ|ÁØâc}^••ÁŒ••^•• {^}cÁU~,&^Áà^Á]@[}^ÁæcÁJFÎÊ È I I Í ÊJ I I JÁ[¦Áà^Á^Ë{ æâ|Áæ&Á
pft@cde.ca.gov.

For questions about the *FITNESSGRAM*, contact The Cooper Institute by phone at
1-800-635-7050. For questions about the software, contact US Games by phone at
1-800-327-0484

PFT Coordinator Manual

7cbÙf a Uh]cb˙AYggU[Y

As described in Section 4, data may be submitted by entering it online or by ˘]|[æåâ}*ÁæÁ,|^Á[¦Á,|^•ÈÁÚØVÁ&[[¦åâ}æc[¦•Á¸@[Á˘•^Ác@^Áåæcæ̂Á^}c¦^Áæ]]â&æcâ[}Áå[Á}cÁ need to correct errors. Their submitted data will not have errors, as it is checked for errors during the data entry process. They may, however, enter data that gets 'æ**^åÁ¸âc@Á¸æ¦}â}*•Ác@æcÁ}^^åÁc[Áà^Á&[¦¦^&c^åÈÁÚØVÁ&[[¦åâ}æc[¦•Á¸@[Á˘•^Áæ}Á upload application, however, may have errors and/or warnings that need to be &[¦¦^&c^åÈÁV@â•Á•^&câ[}Áå^•&¦âà^•Ác@^Á¦æcâ[}æ|^Á~[¦Ác@^Á^¦¦[¦Áæ}Á¸æ¦}â}*Á*Á'æ*•ÈÁ their impact on student records, and provides guidance about how to correct these

PFT coordinators are allowed to correct errors and warnings after their data has been submitted and processed. An error means data must be corrected; otherwise, the student record will not be scored nor reported. Warnings do not keep student records from being scored; however, if not corrected, warnings could result in incorrectly scoring the data and reporting student results. Data with error and ¸æ¦}å} *Á'æ*•Á•@[˘|åÁà^Á¦^çå^¸^åÁæ}åÁ&[¦¦^&c^åÁc[Ác@^Á^¢c^}cÁ][••åà|^Ác[Á^}•˘¦^Ác@^Á integrity of the data and reports provided to the LEA.

PFT coordinators should submit and correct their data by the June 30 deadline. This ¸å||Á^}•˘¦^Áæ&&^••Ác[ÁæÁ]¦^|å{å}æ¦ˆÁ•c˘å^}cÁ•&[¦^åÁåæcæÁ,|^ÈÁ¸@å&@Á¸å||Áà^Áæçæå|æà|^Á å}Ác@^Á,¦•cÁ¸^^\Á[~ÁR˘|^ÈÁÙc@¦¸å•^ÈÁåæcæÁ&[¦¦^&cä[}•Á&æ}Áà^Á{æå^˘}cä|Ác@^Á}åÁ[~Á August when the data correction window will close. Further, PFT coordinators are sent regular e-mail reminders as long as the errors remain in the student data. The PFT Calendar available at https://pftdata.org/calendar.aspx?c=2016, highlights the schedule for data submission and correction. The data correction window opens after data is submitted and processed (i.e., immediately for Data Entry users, typically within 24 hours for Data Upload users). During high volume time periods, âcÁ{æˆÁcæ\^Á|[}*^¦Ác@æ}ÁG I Á@[˘¦•Ác[Á]¦[&^••Áæ}å˘°][[æå^åÁ,|^ÈÁV@^Á•^&[}åÁæ}åÁ,}æ|Á data correction window closes on August 31.

To correct errors and warnings, the PFT Coordinator logs into the PFT Manager through the secure District Portal of the California PFT Web site at http://www.pftdata.org/ using their county code, district code, charter number (use €€€€Á~[¦å•Á•@[[|Áâå⁄•c¦ä&c•Áæ}åå&[˘}cˆÁ[~,&^•Á[~Á^å˘°&æcâ[}DÈÁæ}åÁæÁ&˘¦¦^}cÁ^^æ¦ÁÚØVÁ password. After logging into the District Portal, the PFT Coordinator follows these steps to correct errors and warnings:

Select Student List. From the Student List, the PFT Coordinator can view all the student records for the LEA. The default will display those student ¦^&[¦å•Á¸âc@Ác@^Á*¦^æc^•cÁ}˘{à^¦Á[~Á^¦¦[¦•Á¦ä•c^åÁ,¦•cÈÁYâc@â}Ác@^ÁÙc˘å^}cÁ Šå•cÈÁc@^Á•c˘å^}cÁ¦^&[¦å•Á{æˆÁæ|•[Áà•^Á[¦c^åÁà•^ˆÁ,¦•cÁ[¦Á|æ•cÁæ{^ÈÁ•@[[|Á &[å^ÈÁæ}åÙcæc^¸âå•^ÁÙc˘å^}cÁÅQå^}cä,^¦ÁÇÙÙQÖDÁà^Á•^|^&cä}*Ác@^Á@^æå^¦Á[~Á

To view an individual student record, select the folder icon to the far right of a student record. This icon opens up the student data correction window (i.e., Student Manager). Errors and warnings are listed in red and yellow, respectively, at the top of the student record and highlighted on the screen. A message appears by hovering over each error or warning listed at the top of the record. This message indicates the invalid or incorrect value (in bold) followed by a brief description of the error or warning.

Á   Ù[{ ^Áå^ { [*¦æ] @ã&Á,^|å•Á { æ^Áà^Á@ã*@|ã*@c^åÁ ¸ãc@Á ¸æ¦}ã} *•Á[}Ác@^Á•&¦^^}ÈÁ
V@^•^Áã}åå&æc^Á,^|å•Ác@æcÁ•@[˘|åÁà^Á&[¦¦^&c^åÈÁS^^]Áã}Á { ã}åÁc@æcÁ•c ˘å^}cÁ
records with warnings will be scored, but student records with even one error will not be scored.

Á   Œ&&^]cæà|^Á¦æ} *^•Á~[¦Ác@^Áåæcæ^Á,^|å•Áæ¦^Á]¦[çãå^åÁã}Á]æ¦^}c@•ã•Ác[Ác@^Á
right of each box. Drop down menus are also provided for several of the
å^ { [*¦æ] @ã&Á,^|å•ÈÁV@^•^Ác[[|•Áæ¦^Áå^•ã* }^åÁc[Áæ•ã•cÁ ¸ãc@Ác@^Á^¦¦[¦Áæ}åÁ
¸æ¦}ã} *Á&[¦¦^&cã[}Á]¦[&^••^•ÈÁŒ||Á^¦¦[•Áæ}åÁ ¸æ¦}ã} *•Á•Á•@[˘|åÁà^Á^Ç^¦ã,^åÁ
before being corrected.

Once all the errors and warnings are corrected, select the Save Changes button at the bottom of the student record. Changes cannot be saved until all the errors are corrected. However, changes can be saved if warnings remain in the student record.

As each student record is fully corrected, the record is moved to the portion of the student list with 0 errors or warnings, depending on what was corrected.

Select the trash can icon to delete a student record. For example, any
•c ˘å^}c•Áã}Á*¦æå^•Ác@æcÁæ¦^Á}[cÁç^ÊÁ•^ç^}ÊÁ[¦Á}ã}^Á•@[˘|åÁà^Áå^|^c^åÈÁŒÁ
{ ^••æ*^Áæ]]^æ¦•Ác[Á&[}¸¦ { Ác@^Áå^|^cã[}Áà^~[¦^Ác@^Á¦^&[¦åÁ•&Á[å|ã•Áå^|^c^åÈV@ã•Á
option should be used carefully, as deleted records cannot be retrieved.

Select the Delete ALL Students button to delete every student record submitted. For example, a PFT Coordinator may want to upload an entirely
}^ ¸Á,|^ÊÁ ¸@ã&@Á¦^˘˘ã¦•Á•Áå^|^cã} *Ác@^Á[¦ã*ã}æ|Á•• ˘à { ã••ã[}ÈŒÊÁ { ^••æ*^Á]]^æ¦•Á
c[Á&[} ,¦ { Ác@^Áå^|^cã[}Áà^~[^Áæ||Á•c ˘å^}c•Á^&[¦åÁ•Á&[¦å•^•ÈV@ã•Á[ ]cã[}Á
should be used carefully, as delete actions cannot be undone.

If there are too many errors or warnings and there is a need to upload a new
,|^ÊÁÚØVÁ&[[¦ãå}æc[¦•Á•@[˘|åÁå^|^c^Ác@^Á[¦ã*ã}æ|Á•• ˘à { ã••ã[}Áà^~[¦^Á]|[æãã} *Á
æÁ}^ ¸Á,|^ÊÁ•ÈÁUc@^¦ ¸ã•^ÊÁæ}˘ ¦]|ã&æc^Á•c ˘å^}c•Á•&[¦å•Á•ÁÇãˇÈÊÁå^c^¦ { ã}åÁ[}Ác@^Á
àæ•ã•Á[~Á•c ˘å^}c•Á,¦•cÁæ { ^ÊÁ|æ•cÁæ { ^ÊÁåÁÙÙ‹ÖÖDÁã}Ác@^Á}^ ¸Á• ˘à { ã••ã[}Á ¸ã||Á
be removed.

For a demonstration of the data correction process, view the Data Correction training module on the California PFT Modules, Videos, and Training Web page at https://pftdata.org/training.aspx. PFT coordinators may also contact the PFT Help Desk by using the contact form at https://pftdata.org/contact.aspx (preferred) or by phone at 888-852-9681 with questions about data submission and correction.

Tå••å} *Á[¦Áâ}çæ|åâÁ&[å^•Áâ}Ác@^Á~[|||[¸â} *Á,^|å•Á¸â||Á'æ*Áæ•Á^¦¦[•ÁÚØVÁ&[[¦åâ}æc[¦•Á are encouraged to correct as many errors as possible, as

in the summary reports.

- School Code – Code is 0000000, missing, or is invalid.
- Student First Name and Student Last Name – First or last name is missing.
- Grade – Grade is missing or invalid (i.e., grade other than 5, 7, or 9).
- Gender – M or F is missing or the code provided is invalid.
- Date of Birth – Date is missing or invalid (i.e., April 31, 2004, two-digit year). Tå••å} *Á[¦Áâ}çæ|åâÁ&[å^•Ác@•^Á,^|å•Áâ[Á}cÁ[^¦{âcÁ[¦¦^&c|ˆÁ&æ|&˘|æcâ} *Ác@^Á student's age.
- PFT Start Date – Date is missing or invalid (i.e., is before November 1 or after May 31).
- Fitness Test Data Fields – Data is invalid (i.e., outside of the acceptable ranges).

V@^Á•ˆ•c^ { Áå[^•Á} [cÁ'æ*Á^¦¦[¦•Á[¦Á¸æ¦}å} *•Á~[¦Áåæcæ Ê Á¸@å&@Á¦•˘|c•Áå}Áæ}Á unusually high or low calculated score (e.g., VO$_2$max, Body Mass Index [BMI], or percent body fat).
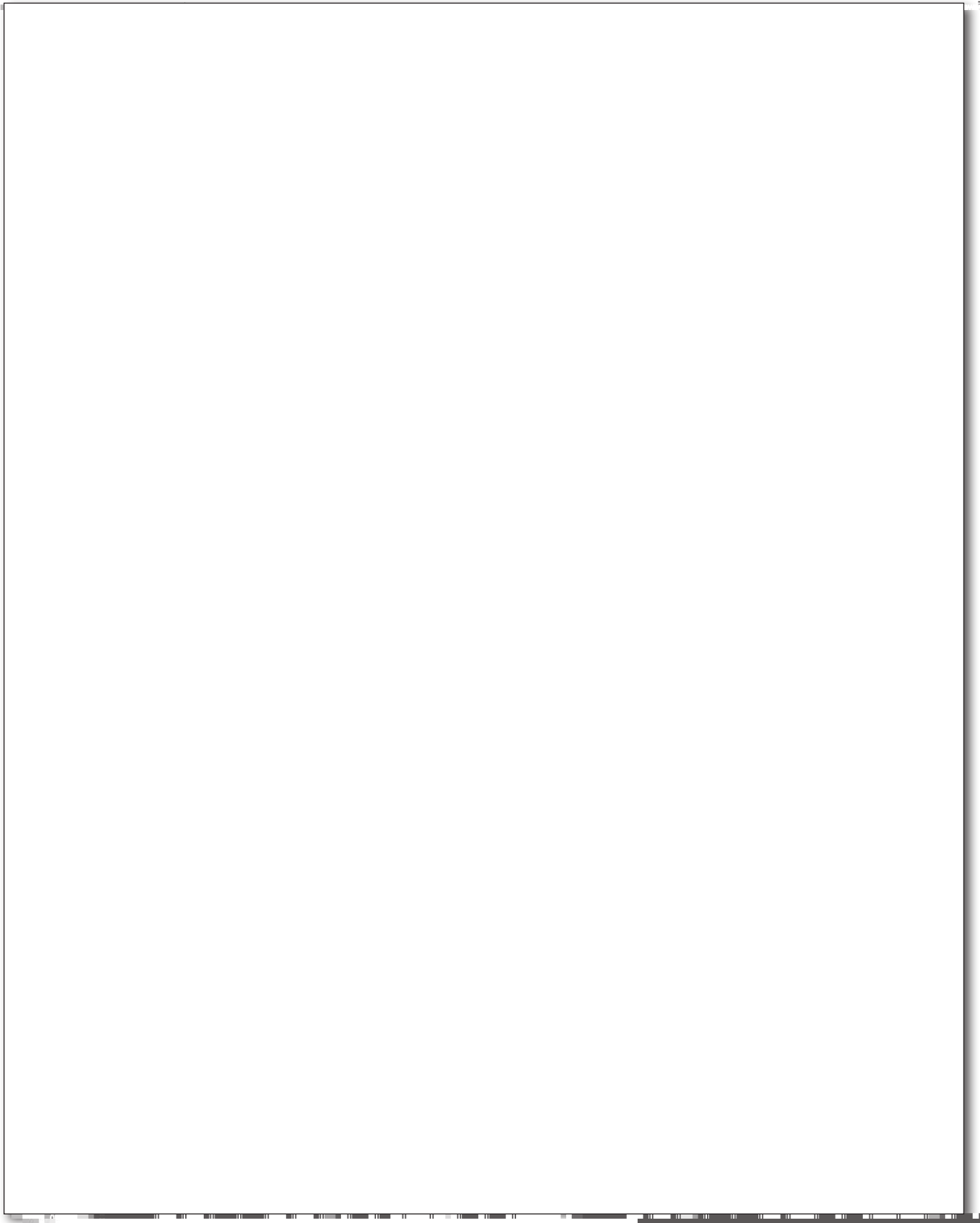
Students ages 10 and above with times greater than 13 minutes on the One-Mile Run will not have a VO$_2$max calculated and are reported as Needs Improvement.

Õ¦æå^Á¸ç^Á•c˘å^}c•Áæ*^ÁJÁ¸âc@ÁU}^ËTâ|^ÁÜ˘}Ácâ{ ^Á[¦ÁÚŒÔÒÜÁ|æ]•Á¦^][c•^åÁ have a VO$_2$max calculated and are compared to the HFZ for students age 10.

is used in the VO$_2$max equations. It is not rounded to the nearest tenth of a decimal prior to use in this equation. Similarly, BMI is used in the calculation of VO$_2$max for the One-Mile Run equation. The actual calculated BMI, not the rounded BMI, is used in this equation.

Ù[{ ^Á•c˘å^}c•Á ¸â||Á^}åÅ˘]Á ¸âc@Á { ˘|câ]|^Áçæ|âåÁæ}åÁ^˘ ˘âçæ|^}cÁ¦^•˘|c•Á ¸âc@â}ÁæÁ,c}^••Á area that has options. For example, students may have One-Mile Run, PACER, and Walk Test results all in the HFZ or Back-Saver Sit and Reach and Shoulder Stretch all in the HFZ. The following order is used when equivalent results are provided for reporting purposes:

Aerobic Capacity: One-Mile Run, PACER, Walk Test

Body Composition: BMI, Skinfold Measurements, Bioelectric Impedance Analyzer

Á W]]^¦ÁÓ[å^ÁÙc¦^}*c@ÁÚ˘•@ËW]ÊÁT[åâ,^åÁÚ˘||ËW]ÊÁØ|^¢^åËŒ¦ { ÁPæ}*

Flexibility: Back-Saver Sit and Reach, Shoulder Stretch

The following reports are available from the secure District Portal:

Individual Student Report (in batches of up to 250 reports by school or by individual student)

Summary Report

Student Scored File

V@^ÁQ}åâçâå˘æ|ÁÙc˘å^}cÁÜ^] [¦cÁ{ æˆÁà^Áå[¸}|[æå^åÁÆæ}åÁ]¦â}c^åÁÆæ•ÁÚÖØÁ,|^•Áâ}Á batches or groups of up to 250 reports by school. These reports can also be downloaded and printed, one by one, for individual students.

V@^Á•˘ { { æ¦ˆÁ¦^] [¦cÁæ||[¸•ÁÚØVÁ&[[¦åâ}æc[¦•Ác[*^}^¦æc^Á¦^] [¦c•Áæ•ÁÚÖØÁ,|^•Á~[¦Á the state, county, LEA, and schools. Each summary report includes overall results, as well as results organized by gender and race/ethnicity. There are up to 31 pages in each report and, unlike the DataQuest summary reports, these reports do include results for groups of ten and fewer students and, therefore, should be interpreted with caution.

V@^Á•c˘å^}cÁ•&[¦^åÁ,|^Á{æˆÁà^Áæ&&^••^åÁçåæÁc@^Á¦^][¦c•Áæ]]|å&æcå[}Áæ}åÁå}&|˘å^•Áæ||Á the calculated scores and age for each student, whether the student is in the HFZ [¦Áå}Ác@^ÁÞ^^å•ÁQ{]¦[ç^{^}cÁå^•å*}æcå[}Á~[¦Á^æ&@Á,c}^••Áæ¦^æÊÁæ}åÁc@^Á}˘{à^¦Á[~Á ,c}^••Áæ¦^æ•Ác@^Á•c˘å^}cÁ@æ•Áæccæå}^åÁå}Ác@^ÁPØZÁÇåÈ^ÊÁ€Á[~ÁÎÁc[ÁÎÁ[~ÁÎÐÈÁ

For questions about correcting, scoring, and reporting student results, contact the PFT Help Desk by using the contact form at <https://pftdata.org/contact.aspx> (preferred) or by phone at 888-852-9681.

For policy questions, contact the High School and Physical Fitness Assessment U~,&^Áà^Á]@[}^ÁæcÁJFÎËIIIËJIIJÁ[¦Áà^Á^Ë{æå|ÁæcÁpft@cde.ca.gov.

PFT Coordinator Manual

County Code	Numeric	2	
School District Code	Numeric	5	
School Code	Numeric	7	
Charter Number	Alpha	4	0000 for dependent charters and school districts
Grade	Numeric	2	05, 07, or 09
Student Last Name	Alpha	11	
Student First Name	Alpha	9	
Student Middle Initial	Alpha	1	
Date of Birth (month)	Numeric	2	01 – 12
Date of Birth (day)	Numeric	2	01 – 31
Date of Birth (year)	Numeric	4	Must be a valid year, given grade of student
Gender	Alpha	1	

Race - Cambodian	Alpha	1	Y = Yes, Blank
Race - Hmong	Alpha	1	Y = Yes, Blank
Race - Other Asian	Alpha	1	Y = Yes, Blank
Race - Filipino	Alpha	1	Y = Yes, Blank
Race - Native Hawaiian	Alpha	1	Y = Yes, Blank
Race - Guamanian	Alpha	1	Y = Yes, Blank
Race - Samoan	Alpha	1	Y = Yes, Blank
Race - Tahitian	Alpha	1	Y = Yes, Blank
Üæ&^ÁËÁUc@^¦ÁÚæ&ã¸&Á Islander	Alpha	1	Y = Yes, Blank
Race - White	Alpha	1	Y = Yes, Blank
Parent/Guardian Highest Educational Level	Alpha	2	10 – 15 or Blank 10 = Graduate school/post graduate training 11 = College graduate 12 = Some college (include AA degree) 13 = High school graduate 14 = Not a high school graduate 15 = Declined to state or unknown
NSLP (National School Lunch Program – ãå^}cã¸^åÁæ•Á^|ã*ãà|^D	Alpha	1	Y = Yes, N = No, Blank
PFT Start Date (month)	Numeric	2	01 – 05, 11, or 12
PFT Start Date (day)	Numeric	2	01 – 31
PFT Start Date (year)	Numeric	4	Must be a valid year
Filler[2]		1	Blank
Filler		1	Blank

---

[1] Øã^|åÁçæ|˘^•Á { ˘•cÁ~æ||Á¸ãc@ã}Ác@^Á¦æ} *^•Á•]^&ã¸^åÁæ}åÁ¸^|ã•Á¸ãc@Á} [ÅåæcæÁ { ˘•cÁà^Á|^~cÁà|æ} \È

[2] Úæ¦cã&ã]æcã[}Á|^ç^|Á¸ã||Áà^Á&æ|&˘|æc^åÁÁã˘ }*Á•&[¦ã}*Áæ}åÁ¹^] [¦c^åÁã}Ác@^ÁÁ•å[¦^åÁ&[¦^åÁ¸|^È

P^å*@cÁæ}åÁ¸^å*@cÁ,^|å•Á{˘•cÁà^Á&[{]|^c^åÁ~[¦Á^ç^¦ˆÁ•c˘å^}cÁà^&æ˘•^ÁŒ^¦[àå&Á Capacity VO$_2$			

II. INDIVIDUAL STUDENT SCORES – INDIVIDUAL STUDENT SCORES – Fill in all applicable data for each item below. Leave the score blank to indicate that the student did not attempt the test. Only use a zero (0) for test areas where a 0 is allowed and to indicate a test taken with a resulting score of 0.

Student Name: _____

A.
   This data is required for One-Mile Run, Walk Test, and Body Mass Index calculations.
   Height _____ (3 – 7 ft.) _____ (0 – 11 in.)   Weight _____ (30 – 400 lbs.)

B.   (select one test)
   1) One-Mile Run   Min. _____Sec. _____
   2) PACER (20 meter)   Laps _____ (# of laps. Min = 1; Max = 190)
   3) Walk Test   Min. _____Sec. _____
                            Heart Rate _____ (# of beats per minute. Min = 30; Max = 250)
   NOTES:
   ãDÁQ-Ác@^Á•c˘å^}cÁà^*ã}•ÉÁà˘cÁ&æ}}[cÁ,}ä•@Ác@^ÁU}^ËTã|^ÁÜ˘}Á[¦Ác@^ÁYæ|\ÁV^•cÉÁ,||Áã}ÁÍJÁ{ã}ÈÁæ}åÁÍJÁ•^&ÉÁ-[¦Ác@^Ácã{^È
   ii) If the 15-meter PACER is administered, these scores must be converted to 20-meter PACER scores.

C.   (select one test)
   1) Skinfold Measurement (median number)
      Triceps _____ (1 – 40mm)   Calf _____ (1 – 40mm)
   2) Body Mass Index (Note: Body Mass Index is not the same as Percent Body Fat.)
      Height and weight provided in II.A.
   3) Bioelectric Impedance/Automated Skinfold Calipers
      Percent Body Fat ___.__ % (Note: Percent Body Fat is not the same as Body Mass Index.)

D.
   1) Curl-Ups _____ (# of curl-ups. Min = 1; Max = 75)

E.
   1) Trunk Lift _____ (# of inches. Min = 0; Max = 12 in.)

F.   (select one test)
   1) Push-Ups _____ (# of push-ups. Min = 1; Max = 75)
   Á ÁÁ   GDÁT[åã,^åÁÚ˘||ËW]•Á´´´´´´´ÁÇÀÁ[-Á{[åã,^åÁ]˘||Ë˘]•ÉÁTã}ÁMÁFLÁTæ¢ÁMÁÏÍD
   3) Flexed-Arm Hang _____ (# of seconds. Min = 0; Max = 90)

G.   (select one test)
   1) Back-Saver Sit and Reach (Left and right sides required.)
      Left Side _____ (# of inches. Min = 0; Max = 12 in.)
      Right Side _____ (# of inches. Min = 0; Max = 12 in.)
   Á   Á   GDÁÙ@[˘|å^¦ÁÙc¦^c&@ÁÇŠ^-cÁæ}åÁ¦ã*@cÁ•åã^•Á¦^˘˜ã¦^åÉÁŸÉÁã-Á•c˘å^}cÁã•Áæà|^Ác[Ác[˘&@Á,}*^¦cã]•ÉÁ
              ÞÉÁã-Á•c˘å^}cÁã•Á}[cÁæà|^Ác[Ác[˘&@Á,}*^¦cã]•ÈD
      Left Side _____ (Y = Yes; N = No)
      Right Side _____ (Y = Yes; N = No)