



**2011–2012**  
**Testing Cycle**

**California Department of Education**



# **Physical Fitness Test Calendar**

**(Updated: January 2012)**

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## JULY 2011

**1–31**

San Joaquin County Office of Education (SJC OE) processing 2010–11 Physical Fitness Test (PFT) data submissions.

LEAs<sup>1</sup> will:

- Review and make corrections to errors and warnings in submitted data.
- Begin planning a calendar of PFT activities for 2011–12.

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## AUGUST 2011

**1–31**

SJC OE processing 2010–11 PFT data submissions.

**18**

First 2010–11 PFT data correction window closes.

**29**

Preliminary 2010–11 PFT student-scored data file becomes available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).

Second 2010–11 PFT data submission/correction window opens.

LEAs will:

- Review and make corrections to errors and warnings in submitted data.
- Prepare and submit data file, if LEA missed the first data submission window.
- Download and review the preliminary 2010–11 PFT student-scored data file. (This data file is only available to LEAs that submitted data by June 30.)
- Determine 2011–12 PFT administration dates for schools.

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<sup>1</sup> LEAs or local educational agencies include school districts, county offices of education, and charter schools that are independent for assessment purposes (i.e., independent charter schools).

## SEPTEMBER 2011

**1–30** SJCOE processing 2010–11 PFT data submissions.

**15** Second 2010–11 PFT data submission/correction window closes.  
Online 2011–12 PFT Coordinator Designation Form becomes available from the California PFT Web site at <http://www.pftdata.org/> (Outside Source).

LEAs will:

- Review and make corrections to errors and warnings in submitted data.
- Prepare and submit data file, if LEA missed the first data submission window.
- Download and review the preliminary 2010–11 PFT student-scored data file. (This data file is only available to LEAs that submitted data by June 30.)
- Access and complete online 2011–12 PFT Coordinator Designation Form.
- Establish local process for collecting and reporting 2011–12 PFT data.
- Download, review, and distribute 2011–12 PFT Healthy Fitness Zone<sup>2</sup> charts available on the California Department of Education (CDE) PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.
- Verify the requirements for reimbursement for PFT administration costs via state-mandated costs.
- (Optional) Schedule and attend available PFT or *FITNESSGRAM* face-to-face or online trainings.

## OCTOBER 2011

**1–31** SJCOE processing 2010–11 PFT data submissions.

LEAs will:

- Access and complete online 2011–12 PFT Coordinator Designation Form, if not already completed.
- Order PFT equipment and materials, as needed.
- Download, review, and distribute 2011–12 PFT Resources and *FITNESSGRAM* Fitness Areas, Test Options, and Equipment graphic organizer from the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.

<sup>2</sup> The *FITNESSGRAM* and Healthy Fitness Zones (HFZ) are registered trademarks of The Cooper Institute.

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## NOVEMBER 2011

**1** Online 2011–12 PFT Coordinator Designation Form completed. 2010–11 PFT Coordinator passwords deactivated.

**1–30**

2010–11 PFT data preview provided for LEAs on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>.

2010–11 PFT public release of results conducted by the CDE.

Third and final 2010–11 PFT data submission/correction window (1 week) opened and closed.

LEAs will:

- Preview 2010–11 PFT data prior to public release and notify the CDE of any errors or concerns.
- Download and review 2011–12 PFT Reference Guide on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Prepare and submit data file, if LEA missed the second data submission window.

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## DECEMBER 2011

**1–31** SJCOE processing final 2010-11 data submissions.

LEAs will:

- Download and review 2011-12 PFT Student Data File layout on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

# JANUARY 2012

**1–31**

Final 2010–11 PFT summary reports available through CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>.

Final 2010–11 PFT summary reports, individual student reports, and LEA student-scored data file available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).

LEAs will:

- Download, review, and distribute the 2011–12 PFT Coordinator Manual from the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).
- Download, review, and distribute the 2011–12 PFT communication assistance resources (i.e., PowerPoint, parent/guardian brochures, newsletter insert) from the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.
- Access final 2010–11 PFT summary reports, individual student reports, and LEA student-scored data file.
- Prepare 2010–11 PFT summary results in School Accountability Report Cards (SARCs). Deadline is February 1, 2012.
- Conduct meetings or trainings to prepare site administrators and physical education leads and teachers for the proper administration of the PFT to all students in grades five, seven, and nine.
- Ensure data collection forms are ready and distributed to the schools.
- Announce the PFT administration by providing schools with copies of brochures to distribute to parents/guardians, posting a newsletter on the LEA Web site, and/or by sending the information for schools to include in their school newsletters.

## FEBRUARY 2012

1

2011–12 PFT administration window opens.

Posting of the SARCs on local Web site(s).

15–29

California PFT Web site secure District Portal at <http://www.pftdata.org> (Outside Source) open for 2011–12 PFT data submissions.

Within 48 hours after 2011–12 PFT data is submitted by an LEA, the first 2011–12 PFT data correction window opens for that LEA.

LEAs will:

- Administer and collect all PFT data.
- Ensure all PFT data are received from schools in time to complete the student data or file required for the PFT collection and reporting.
- Upload a file or enter data via the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Download and review 2011–12 PFT updated resources on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> and on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

## MARCH 2012

1–31

2011–12 PFT administration window continues.

California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source) open for 2011–12 PFT data submissions.

Within 48 hours after 2011–12 PFT data is submitted by an LEA, the first 2011–12 PFT data correction window opens for that LEA.

LEAs will:

- Administer and collect all PFT data.
- Ensure all PFT data are received from schools in time to complete the student data or file required for the PFT collection and reporting.
- Upload a file or enter data via the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Download and review 2011–12 PFT updated resources on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> and on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

## APRIL 2012

**1–30**

2011–12 PFT administration window continues.

California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source) open for 2011–12 PFT data submissions.

Within 48 hours after 2011–12 PFT data is submitted by an LEA, the first 2011–12 PFT data correction window opens for that LEA.

LEAs will:

- Administer and collect all PFT data.
- Ensure all PFT data are received from schools in time to complete the student data or file required for the PFT collection and reporting.
- Upload a file or enter data via the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Download and review 2011–12 PFT updated resources on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> and on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

## MAY 2012

**1–30**

2011–12 PFT administration window continues.

California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source) open for 2011–12 PFT data submissions.

Within 48 hours after 2011–12 PFT data is submitted by an LEA, the first 2011–12 PFT data correction window opens for that LEA.

**31**

2011–12 PFT administration window closes.

LEAs will:

- Administer and collect all PFT data.
- Ensure all PFT data are received from schools in time to complete the student data or file required for the PFT collection and reporting.
- Upload a file or enter data via the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Download and review 2011–12 PFT updated resources on the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp> and on the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

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## JUNE 2012

**1–29**

California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source) open for 2011–12 PFT data submissions.

Within 48 hours after 2011–12 PFT data is submitted by an LEA, the first 2011–12 PFT data correction window opens for that LEA.

**30**

Close of California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source) for 2011–12 PFT data submissions (data entry or data upload).

First 2011–12 PFT data correction window continues on July 5, 2012.

LEAs will:

- Ensure all PFT data are received from schools in time to complete the student data or file required for the PFT collection and reporting.
- Upload a file or enter data via the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).
- Review and make corrections to errors and warnings in submitted data.
- Schedule a debriefing meeting with site administrators and physical education leads to determine areas for future improvements in administration of the PFT.

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## JULY 2012

**1–31**

SJCOE processing 2011–12 PFT data submissions.

**5**

Preliminary 2011–12 PFT student-scored data file becomes available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source).

First 2011-12 PFT data correction window continues.

LEAs will:

- Review and make corrections to errors and warnings in submitted data.
- Download and review the preliminary 2011–12 PFT student-scored data file. (This data file is only available to LEAs that submitted data by June 30.)
- Begin planning a calendar of PFT activities for 2012–13.

## AUGUST 2012

**1–31** SJCCE processing 2011–12 PFT data submissions.

LEAs will:

- Review and make corrections to errors and warnings in submitted data.
- Download and review the preliminary 2011–12 PFT student-scored data file. (This data file is only available to LEAs that submitted data by June 30.) Preliminary student-scored data file will not include any corrections to student records made after July 5, 2012.
- Determine 2012–13 PFT administration dates for schools.

## SEPTEMBER 2012

**1–30** SJCCE processing 2011–12 PFT data submissions.

**4** First 2011–12 PFT data correction window closes.

**7** Revised 2011–12 PFT student-scored data file becomes available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source). Revised student-scored data file will include all data corrections made through September 4, 2012.

**17** Online 2012–13 PFT Coordinator Designation Form becomes available from the California PFT Web site at <http://www.pftdata.org/> (Outside Source). 2011–12 PFT Coordinator passwords are deactivated to access the district portal.

LEAs will:

- Review and make corrections to errors and warnings in submitted data, if applicable.
- Prepare a data file, if LEA missed the first data submission window. The next opportunity to submit a data file will be in October.
- Download and review the revised 2011–12 PFT student-scored data file. (This data file is only available to LEAs that submitted data by June 30.)
- Access and complete online 2012–13 PFT Coordinator Designation Form.
- Establish local process for collecting and reporting 2012–13 PFT data.
- Download, review, and distribute 2012–13 Healthy Fitness Zone charts available on the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.
- Download, review, and distribute the 2012–13 PFT Testing Cycle Calendar from the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).
- Verify the requirements for reimbursement for PFT administration costs via state-mandated costs.
- (Optional) Schedule and attend available PFT or *FITNESSGRAM* face-to-face or online meetings.

## OCTOBER 2012

**3** Second and final 2011–12 PFT data submission/correction window opens.

**3–9** 2011–12 PFT data preview for LEAs available through CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>. – TENTATIVE

**10–18** 2011–12 PFT public release of results conducted by the CDE. – TENTATIVE

**19** Second and final 2011–12 PFT data submission/correction window closes. – TENTATIVE

**22** Final 2011–12 PFT student-scored data file becomes available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source). – TENTATIVE

LEAs will:

- Review and make corrections to errors and warnings in submitted data.
- Prepare and submit data file, if LEA missed the first data submission window.
- Preview 2011-12 PFT data prior to public release and notify CDE of any errors or concerns.
- Download and review the final 2011–12 PFT student-scored data file.
- Download, review, and distribute the 2012–13 PFT Resources and *FITNESSGRAM* Fitness Areas, Test Options, and Equipment graphic organizer from the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.
- Access and complete online 2012–13 PFT Coordinator Designation Form, if not already completed.
- (Optional) Contact a vendor regarding PFT data collection and reporting services for 2012–13.

## NOVEMBER 2012

**1** Online 2012–13 PFT Coordinator Designation Form complete.

**1–30** SJCOE processing final 2011–12 data submissions. – TENTATIVE

LEAs will:

- Download, review, and distribute the 2012–13 PFT Reference Guide and 2012–13 PFT Student Data File Layout from the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).

## DECEMBER 2012

**3**

Final 2011–12 PFT summary reports available through CDE Dataquest Web page at <http://dq.cde.ca.gov/dataquest/>. – TENTATIVE

Final 2011–12 PFT summary reports, individual student reports, and LEA student-scored data file available from the California PFT Web site secure District Portal at <http://www.pftdata.org/> (Outside Source). – TENTATIVE

LEAs will:

- Access final 2011–12 PFT summary reports, individual student reports, and LEA student-scored data file.
- Download, review, and distribute the 2012–13 PFT Coordinator Manual from the California PFT Resources Web page at <http://www.pftdata.org/resources.aspx> (Outside Source).
- Download, review, and distribute the 2012–13 PFT communication assistance resources (i.e., PowerPoint, parent/guardian brochures, newsletter insert) from the CDE PFT Program Resources Web page at <http://www.cde.ca.gov/ta/tg/pf/pftresources.asp>.