# Physical Fitness Test Coordinator Manual



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### PFT Overview

Below is an overview of the 2023–24 Physical Fitness Test (PFT).

#### Testing Window

The annual assessment window is February 1, 2024, through May 31, 2024.

#### FitnessGram®

The FitnessGram Performance Assessment is defined as the following five components of PFT:

* Aerobic Capacity
* Abdominal Strength and Endurance
* Trunk Extensor Strength and Flexibility
* Upper Body Strength and Endurance
* Flexibility

The Body Composition component and the Body Composition Healthy Fitness Zones® (HFZs) have been removed from the PFT.

The FitnessGram is a registered trademark of The Cooper Institute.

#### Participation Results

Only participation results will be submitted for the year 2023–24 year. These participation results will be reported in the Student Accountability Report Card (SARC).

Specific student data will not be collected or scored   
through the secure district portal.

Participation data must be reported in the SARC. Participation rates are calculated for each fitness component and grade level. For each grade level and fitness component, the participation rate equals the number of students who participated in each of the fitness components divided by the total number of students enrolled in each grade level at the time of testing.

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## Section 1 Introduction

**Who Takes the PFT?**

**PFT Resources**

**Common PFT Questions and Whom to Ask**

**Key Dates and Activities**

**PFT Coordinator Designation**

**Superintendent and Charter School Administrator Information**



As a PFT coordinator, you play an important role in the success of the PFT by managing the testing activities in your local education agency (LEA). This manual provides the information and resources needed to prepare for, coordinate, and carry out the current-year administration of the PFT.

### Who Takes the PFT?

All LEAs in California are required by law[[1]](#footnote-2) to administer the PFT annually to public school students in grades five, seven, and nine. Students are required to take the PFT whether or not they are enrolled in a physical education (PE) class or participate in a block schedule.

These students include those enrolled in LEAs, such as

* elementary school districts;
* high school districts;
* unified school districts;
* county offices of education; and
* charter schools that are independent for assessment purposes   
  (i.e., independent charter schools).

PFT results for independent charter schools are reported separately from those of the authorizing LEA and can be accessed under the name of the charter school on the school- or district-level reports of the California Department of Education (CDE) DataQuest web page at <https://dq.cde.ca.gov/dataquest/>.

Being an independent charter school for assessment purposes may be different from being fiscally independent.

LEAs must also test their students enrolled in alternate programs, including, but not limited to

* continuation schools;
* independent study;
* community day schools;
* county community schools; and
* nonpublic schools.

### PFT Resources

The CDE PFT web page is available at <https://www.cde.ca.gov/ta/tg/pf/>. The web page contains further information on the following resources:

* Program overview
* PFT testing schedule
* PE exemptions
* Administrative documents
* Program resources

The California PFT website can be accessed at [https://www.pftdata.org](https://www.pftdata.org/) and contains links to the following information and resources:

* PFT student data file layouts
* Access to the secure District Portal for coordinator designation
* Access to past student results

#### Information for Educators and Parents

Three resources are available that describe the who, what, when, why, and how of the PFT:

* The “PFT Fact Sheet” is designed for educators and is posted on the CDE Assessment Fact Sheets web page at <https://www.cde.ca.gov/ta/tg/ca/assessmentfactsheets.asp>.
* “A Parent Guide to Understanding the PFT” provides information for parents and can be found on the CDE Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.
* A list of frequently asked questions can be found on the CDE PFT Frequently Asked Questions and Answers web page at <https://www.cde.ca.gov/ta/tg/pf/pft11fasqa.asp>.

#### Quick Reference Guides

Quick Reference Guides are one-page flyers with step-by-step instructions on how to complete specific components. They can be found on the California PFT Resources web page at <https://pftdata.org/resources.aspx>. There is a Quick Reference Guide on “How to Complete the Coordinator Designation Form”.

### Common PFT Questions and Whom to Ask

Answers to commonly asked PFT questions can be found in the resources listed on page [6](#_bookmark3). The PFT Help Desk is an additional resource for PFT coordinators. You can reach the PFT Help Desk from the Help Center link on the PFT website at [https://pftdata.org](https://pftdata.org/), by email at [pftdata@sjcoe.net](mailto:pftdata@sjcoe.net), or by phone at 888-852-9681.

The following are contacts for specific types of PFT questions:

**If your charter school status needs to be changed from Dependent to Independent or vice versa**, please contact the state PFT contractor, the Sacramento County Office of Education (SCOE), by email at [pft@scoe.net](mailto:pft@scoe.net) or by phone at 916-228-2675.

**If you have questions about the PFT program or policies**, please contact the PFT Office by email at [pft@cde.ca.gov](mailto:pft@cde.ca.gov) or by phone at 916-445-2766.

### Key Dates and Activities

**Table 1.** PFT Key Dates and Activities

| Date | Activity |
| --- | --- |
| September | PFT Coordinator Designation form becomes available. LEAs must submit this form every year, even if no changes are made.  (The date will vary from year to year but will always be before September 10.) |
| November 1 | PFT Coordinator Designation forms are due. |
| February through May | PFT is administered during the months of February through May selected by the LEA. |
| **Varies (SARCs are due February 1 for prior year data)** | PFT participation results are reported to the SARC by each LEA. |

### PFT Coordinator Designation

Every LEA must designate a PFT coordinator before November 1, 2023.

The PFT coordinator, alternate coordinator (optional), and superintendent or charter school administrator all have access to the PFT secure District Portal after submitting the current-year PFT Coordinator Designation Form. This portal allows users to access past PFT results and lets the CDE and the PFT vendor know who to contact if needed.

According to *California Code of Regulations* Section 1043.4, the PFT Coordinator Designation Form should be updated and resubmitted every year and whenever the following events occur:

■ There is a new superintendent, PFT coordinator, or PFT alternate coordinator for your LEA.

■ There are changes to contact information for the positions listed above.

The PFT Coordinator Designation Form is available on the California PFT website at <https://www.pftdata.org/>. For step-by-step instructions on how to complete the form, please access the “Quick Reference Guide: How to Complete the Coordinator Designation Form” on the California PFT Resources web page at <https://pftdata.org/resources.aspx>.

### Superintendent and Charter School Administrator Information

Information about the superintendent or charter school administrator listed on the PFT Coordinator Designation Form will automatically be verified against the CDE School Directory. If the name or contact information for the superintendent or charter school administrator is incorrect, please contact the state PFT contractor, SCOE, by email at [pft@scoe.net](mailto:pft@scoe.net).

SCOE will verify that the superintendent or charter school administrator identified on the PFT Coordinator Designation Form matches the CDE School Directory web page at <https://www.cde.ca.gov/re/sd/>. If the information does not match, the LEA will be contacted, and the password will be deactivated until the matter is resolved.

## Section 2 Program Overview

**Components and Test Options**

**Equipment and Materials**

**Test Administration Costs**



Section 2 of this manual provides essential background information needed to prepare for, understand, and carry out the activities associated with the PFT. This section also addresses the different resources available to support the PFT administration activities.

### Components and Test Options

The PFT is composed of five components. Three of the five components have multiple test options, as shown in table 2 below.

**Table 2.** Components and Test Options

| Component | Test Options |
| --- | --- |
| Aerobic Capacity | * One-Mile Run or One-Mile Walk * PACER Test |
| Abdominal Strength and Endurance | * Curl-Up |
| Trunk Extensor Strength and Flexibility | * Trunk Lift |
| Upper Body Strength and Endurance | * Push-Up * Modified Pull-Up * Flexed-Arm Hang |
| Flexibility | * Back-Saver Sit and Reach * Shoulder Stretch |

### Equipment and Materials

The proper administration of the PFT requires specific testing equipment and data collection materials. 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 PE teachers early in the school year to determine whether new equipment or materials are needed. LEAs can purchase equipment and materials from a store or vendor of their choice.

Information on the equipment required for each component can be found on the PFT Resources web page at <https://pftdata.org/resources.aspx>.

### Test Administration Costs

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 timeline 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>.

## Section 3 Test Administration, Scoring, and Reporting

**Student Participation**

**Student Data Collection**

**Additional Test Administration Information**



Section 3 of this manual explains the student participation requirements for the PFT and delineates the data collection requirements. For test administration descriptions, refer to the PFT Reference Guide, available on the California PFT Resources web page at <https://pftdata.org/resources.aspx>.

### Student Participation

All students in grades five, seven, and nine must be administered the PFT between the following designated months: February through May.

PFT participation results should be reported for all students in grades five, seven, and nine who participated in the PFT.

#### Students with Disabilities

Most of the components of the PFT offer two or three test options so all students, including those with disabilities, have the chance to participate in the PFT. All students with disabilities who are unable to take the entire PFT should be given as much of the test as each student’s physical condition permits.

Past administrations of the PFT offered Matrix 2 for variations and modifications. However, the list was very limited and did not encompass students with physical or mental disabilities. To make the test more accessible and equitable for all students, a report was presented to the State Board of Education (SBE) and the CDE is waiting for final direction. Until then, the Matrix will be unavailable.

Please consult with the students’ individualized education program or Section 504 plan for their allowed modifications for PE and apply them to the PFT.

Answers to frequently asked questions and information on exemptions are posted on the CDE PFT Frequently Asked Questions and Answers web page at <https://www.cde.ca.gov/ta/tg/pf/pft11fasqa.asp>.

#### Students on a Block Schedule

Schools that operate on a block schedule are still required to administer the PFT to students who may not be enrolled in PE classes during the PFT administration window of February through May.

If schools in the LEA are on a block, quarter, or alternative schedule in which students do not receive PE instruction every ten school days, the LEA must submit a waiver to the SBE to administer the PFT outside of the administration window; otherwise, it is in violation of California *EC* sections 51210 and 51222.

The SBE adopted the waiver policy[[2]](#footnote-3) to allow LEAs to seek flexibility in these requirements in order to accommodate block schedules, when necessary. One of the criteria requires that “students are prepared for and participate in the physical fitness testing as specified in the California *EC*.”

### Student Data Collection

For the 2023–24 year, no PFT data will be collected through the PFT Secure District Portal by the CDE. Instead, LEAs will collect information locally and report on the SARC participation results. Participation rates are calculated for each fitness component and grade level. For each grade level and fitness component, the participation rate equals the number of students who participated in each fitness component divided by the total number of students enrolled in each grade level at the time of testing.

#### Data Collection and Reporting Process

It is the responsibility of the LEA to determine how student participation will be collected, recorded, compiled, and calculated for participation results. LEAs should review their confidentiality practices to ensure that appropriate protocols are in place to ensure as much privacy as possible when handling PFT data as well as safeguarding PFT results from anyone other than the student being tested.

##### Data Collection

The PFT data collection process begins with the school-level collection of the students’ PFT participation results. This process involves an employee of the LEA, typically the PE teacher, administering the PFT to students and recording the participation results on a form or score sheet. The following options may assist schools with their PFT data collection:

* Provide copies of a student data collection form.
* Develop a scannable student data collection form.
* Use student information system to store PFT data.
* Copy or insert the data onto the Excel template.
* Contract with a vendor, who will provide forms or the process for collecting the student PFT data.

##### Compiling Data

The next step in the process involves compiling the LEA data, which may require the transfer of the student-level data from score sheets or forms into an electronic format. From there, the LEA can determine how many students participated in each of the five components, so participation results can be calculated.

##### Reporting Participating Students

The last step is for the LEA to determine how many students participated in each of the five components.

Please note, participation is to be reported as the total percentage of students, by component and grade level, who participated during the annual assessment window.

LEAs will report the participation results on their SARC.

### Additional Test Administration Information

The “PFT Reference Guide” is designed to assist LEA staff in becoming familiar with the PFT. It includes a detailed description of each component tested, the related performance criteria, and suggestions for facilitating the administration of each test.

The Reference Guide can be used in conjunction with the “Components, Test Options, and Equipment” chart, available on the California PFT Resources web page at <https://pftdata.org/resources.aspx>.

1. California *Education Code* (*EC*) Section 60800 [↑](#footnote-ref-2)
2. SBE Policy #99-03 created criteria for the consideration and granting of waiver requests of the PE requirements. The document “Waiver Policies: Physical Education Requirements for Block Schedules” can be obtained from the CDE Waiver Policies web page at <https://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>. [↑](#footnote-ref-3)