# LEA PFT Coordinator Checklist

*For the Successful Administration of   
the 2021–22 Physical Fitness Test (PFT)*

California Department of Education | December 2021

Produced by the California Department of Education (CDE), this checklist for local educational agency (LEA) level coordinators is meant to organize the activities necessary to ensure the successful administration of the PFT.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an LEA PFT coordinator to support a successful administration.

The LEA PFT coordinator tasks on the checklist that follows are listed in the time frame when they are most likely to occur; however, some tasks may occur in different time frames depending on your local schedules and needs. Please adjust the checklist to best fit your local schedules, as necessary. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**This checklist was created in an editable format so LEA PFT coordinators can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

**Additional details are available for many of the tasks listed in the checklist. Links to this information can be found at the end of this checklist.**

## LEA PFT Coordinator Checklist

### September

* Complete the online PFT Coordinator Designation form. The form is available on the California PFT web page at <https://pftdata.org/CoordSearch.aspx>.
* Review last year’s confidentiality practices. Make sure appropriate protocols are in place to ensure as much privacy as possible when administering the PFT and safeguard PFT raw scoresfrom students other than the one being tested.
* 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.

### October

* 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

* PFT Coordinator Designation form is due November 1. Forms are located on the California PFT website at <https://pftdata.org/files/pft-qrg-coordinator.pdf>.
* Notify PFT site administrators, physical education leads, and teachers of the communication plan, training dates, and testing window.

*Note:* For 2021–22, LEAs are not required to submit PFT data to the CDE.

### December

* Prepare for the PFT by providing training for PFT coordinators, teachers, and other LEA staff responsible for the administration of the PFT.
* Review the Back-to-School Message. The welcome letter is is available on the PFT website at <https://www.cde.ca.gov/ta/tg/pf/documents/pftpretestltr2022.docx> and share with PFT administrators, physical education leads, and teachers.

### January

* 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. The Parent and Guardian Notification Letter Template can be found the on CDE website at <https://pftdata.org/files/pftparentletter.docx>.

### February

* **Test administration window opens February 1.** Again, for the 2021–22 year, LEAs are not required to submit PFT data to the CDE.

### March

* Continue the test administration.
* Prepare principals or site PFT coordinators to communicate raw scores to school staff.
  + The PFT Guide to Understanding Your student score reports (SSR) is located the PFT website at <https://pftdata.org/files/understandingssr-pft.pdf>.
  + The PFT Score Report letter template is located the PFT website 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/> and on the California PFT Resources web page at <https://pftdata.org/resources.aspx>.

### April

* Continue test administration.

### May

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

### June

* Review all PFT data and archive according to local policies.

### July

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

### August

* 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 2022–23 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 for participation.

### 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 on the PFT website at <https://pftdata.org/files/pftparentletter.docx>.

## 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.

The Accessibility resources can be found at the CDE Matrix Two: PFT Variation/Accessibility Resources web page at <https://www.cde.ca.gov/ta/tg/ai/pftaccessibilityresources.asp>.

### 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 Submit a 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-qrg-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 is usually available in September.

## Training and Learning Opportunities

### Coordinator Video

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

### FITNESSGRAM® Reference Guide

The FITNESSGRAM® Reference Guide is available on the FITNESSGRAM web page at <https://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

The Equipment List is available on the PFT website at <https://pftdata.org/files/pft-equipment.pdf>.

### 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](http://www.fitnessgram.net/)/ or contact US Games by phone at 1-800-327-0484.

### PACER Look-Up Table

The PACER Look-Up and Goal Setting Table is available on the PFT website at <https://pftdata.org/files/pft-pacer-tables.pdf>.

### Parent Guide to Understanding the PFT

The Parent Guide to Understanding the PFT is available on the CDE website at <https://www.cde.ca.gov/ta/tg/ca/documents/pftpgtu.pdf>.

### PFT Coordinator Manuals

The PFT Coordinator manuals are available on the PFT website at <https://pftdata.org/files/Coordinator_Manual.pdf>.

### PFT Fact Sheet

The information is available on the CDE Assessment Fact Sheets web page at <https://www.cde.ca.gov/ta/tg/ca/assessmentfactsheets.asp>.

### PFT Modules

The information is available on the PFT Modules, Videos, and Training web page at <https://pftdata.org/training.aspx>.

### PFT Reference Guide

The PFT Reference Guide can be found on the PFT Resources web page at [https://pftdata.org/resources.aspx](https://pftdata.org/resources.aspx" \o "California PFT Resources webp page).

### PFT Resources

The information is available on the PFT Resources web page at <https://pftdata.org/resources.aspx>.

### Quick Reference Guides

How to Complete the Coordinator Designation Form is available on the PFT Reoureces web page under the PFT Coordinators section at

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