

LEA PFT Coordinator Checklist

For the Successful Administration of the 2022–23 Physical Fitness Test (PFT)

California Department of Education | January 2023

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 end 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 the checklist.

LEA PFT Coordinator Checklist

September

- ☐ Complete the online PFT Coordinator Designation form.^[1]
- ☐ 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 scores from students other than the one being tested.
- ☐ Determine testing protocol for students having an individualized education program (IEP) or Section 504 plan.^[2]
- ☐ 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.
- ☐ Notify PFT site administrators, physical education leads, and teachers of the communication plan, training dates, and testing window.

Note: For 2022–23, 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 Update Letter.^[3]

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 participation 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 Parent and Guardian Notification Letter Template.^[4]

February

- ☐ **Test administration window opens February 1.** Again, for the 2022–23 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 participation data to school staff.
- ☐ Check for updated PFT resources on the CDE Program Resources web page^[5] and on the California PFT Resources web page.^[6]

April

- ☐ Continue test administration.

May

- ☐ Continue test administration. The test administration window closes May 31.

June

- ☐ Review all PFT participation data and archive according to local policies.

July

- ☐ Share CDE Appropriate Uses and Data Privacy Letter^[7] 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 participation data for the School Accountability Report Card (SARC) 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

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.^[8] 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 timeline and online application process, is available on the CDE Mandate Block Grant web page.^[9]

Results and Reporting

PFT coordinators should review the reporting requirements for participation.

PFT Notification of Test Administration Letter Template

The PFT Notification of Test Administration letter can be used to notify parents/guardians of the start of PFT testing and your local testing window. ^[4]

PFT Sample Student Data Collection Form

The PFT Sample Student Data Collection Form is a form created for your convenience in collecting and organizing data for electronic submission.^[10]

Supports and Accommodations

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.^[11]

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.^[12]

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.

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^[13] is designed to prepare PFT coordinators for the test administration process.

Training Resources

Free online videos for each of the FITNESSGRAM test options are available on the California PFT Modules, Videos, and Training web page.^[8] 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>.

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/pgtu-pft.pdf>.

PFT Coordinator Manual

The PFT Coordinator Manual is available on the PFT website at <https://pftdata.org/files/pftcoordinatormanual.docx>.

PFT Fact Sheet

The PFT Fact Sheet is available on the PFT website at <https://pftdata.org/files/pft-factsheet.pdf>.

PFT Modules

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

PFT Resources

The PFT Reference Guide, quick reference guides, and other resources can be found on the PFT Resources web page at <https://pftdata.org/resources.aspx>

¹ PFT Coordinator Designation Form web page: <https://pftdata.org/CoordSearch.aspx>.

² CDE PFT Regulations web page: <https://www.cde.ca.gov/ta/tg/pf/pftregs06.asp>

³ PFT Update Letter web page: <https://www.cde.ca.gov/ta/tg/pf/pft2022updateletter.asp>

⁴ Parent Notification Letter Template: <https://pftdata.org/files/notifletterpft.docx>

⁵ CDE Physical Fitness Test (PFT) web page: <https://www.cde.ca.gov/ta/tg/pf/>

⁶ California PFT Resources web page: <https://pftdata.org/resources.aspx>

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- ⁷ Appropriate Uses and Data Privacy: <https://www.cde.ca.gov/ta/tg/pf/pftdataprivacy.asp>
- ⁸ PFT Modules, Videos, and Training web page: <https://pftdata.org/training.aspx/>
- ⁹ CDE Mandate Block Grant web page: <https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp>
- ¹⁰ PFT Sample Student Data Collection form:
<https://www.cde.ca.gov/ta/tg/pf/documents/pftdatacollectform2022.pdf>
- ¹¹ CDE FITNESSGRAM: Fitness Areas and Test Options web page:
<https://www.cde.ca.gov/ta/tg/pf/pft1213testoptions.asp>.
- ¹² CDE Submit a Waiver Request web page: <https://www.cde.ca.gov/re/lr/wr/submit.asp>
- ¹³ PFT Test Administration video on YouTube: <https://youtu.be/uxnb-6AYEGM>