

# Quick-Start Guide: Physical Fitness Assessment Initiative (PFAI)

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## Fitness Assessment Requirement

The Texas Education Code (TEC) [§38.101](#) states that a school district must annually assess the physical fitness of students enrolled in grade three or higher in a course that satisfies the curriculum requirements for physical education under TEC [§28.002 \(a\)\(2\)\(C\)](#). Districts must assess students in grades 3-8 as well as assess any student at the high school level enrolled in a Texas Essential Knowledge and Skills (TEKS) based course for physical education, or anyone in a substitution for physical education.

Students that are enrolled in athletics, off-campus private or commercially sponsored physical activity programs, or ROTC must always be assessed. Students that are participating in activities such as drill team, cheerleading, or marching band are only assessed if they are substituting the “activity” for the physical education credit.

## Planning Your Data Entry Strategy

There are three options for submitting district fitness data.

- a. A **Campus Submitter** may submit data for a **single** campus.  
Example: The district identifies one person at each campus who is responsible for uploading data files for that specific campus.
- b. A **Multiple Campus Submitter** may submit data for **multiple** campuses in a district.  
Example: A district may choose to designate three multi-campus submitters, one submitting data for elementary campuses, one for middle school campuses, and one for high school campuses.
- c. A **District Submitter** may submit a data file(s) for **all** campuses in a district.  
Example: A district may choose to have campus personnel submit data to one person designated as the district submitter who will submit data for the entire district.

Each local district must designate appropriate staff responsible to support the identified data entry strategy. This may include one person if the data entry strategy is to use a single district submitter or include multiple staff if your strategy includes options a. or b. above.

NOTE: Data files that are uploaded in PFAI **cannot** be overwritten. If data needs to be deleted to allow for a new upload, please contact [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov) and include the district and/or campus name of data to be deleted.

## Accessing the PFAI

To upload fitness data to the Texas Education Agency (TEA), the identified submitter or submitters must access the PFAI web application through the Texas Education Agency Login (TEAL). This means the submitter or submitters must have a valid TEAL username and password and must add the PFAI application to your TEAL account. Please note that the account approval process can take from 1-10 days.

If a submitter or submitters already have a TEAL username and password, it will still be necessary to request access to PFAI.

# Applying for a New TEAL Account

Newly designated submitters must have access to TEAL:

1. Go to the **TEAL Applications Reference** page on the TEA web site at [https://tea.texas.gov/About\\_TEA/Other\\_Services/Secure\\_Applications/TEA\\_Secure\\_Applications\\_Information/](https://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA_Secure_Applications_Information/). (Submitters can also access this page from the TEA home page by clicking on the **Index A-Z** link at the top of the page and then clicking the **TEAL** link in the index).

**TEA Secure Applications Information**

Texas Education Agency is committed to protecting confidential and sensitive data. Access to data in TEA secure web applications is protected by TEA's security gateway, the [Texas Education Agency Login \(TEAL\)](#). See the list below for information about how to request access to a specific TEA web application.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Application Description	Security Gateway	Request Access	Contact Information
<b>Accountability</b>	TEAL	<a href="#">Request Access Online</a>	State accountability ratings: <a href="mailto:performance.reporting@tea.texas.gov">performance.reporting@tea.texas.gov</a> (512) 463-9704  Results Driven Accountability (RDA) formerly Performance-Based Monitoring Analysis System (PBMAS) and Data Validation reports  <a href="mailto:performance.reporting@tea.texas.gov">performance.reporting@tea.texas.gov</a> (512) 463-9704

**Application Access**

[TEAL LOGIN](#)

[Account Access for Educators](#)

[Setting Up TEAL Access - TEAL Help](#)

[Approving TEAL Access for Your Staff](#)

2. Scroll down to the PFAI listing and click the **Request Access Online** link.

<p><b>PFAI</b></p> <p>Physical Fitness Assessment Initiative</p>	<p><b>TEAL</b></p>	<p><a href="#">Request Access Online</a></p>	<p>Find contact information at <a href="#">Physical Fitness Assessment Initiative</a></p> <p><a href="mailto:pfaiprogramsupport@tea.texas.gov">pfaiprogramsupport@tea.texas.gov</a></p>
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3. On the TEAL page, click the **Request New User Account** link.

## TEA Login (TEAL)

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

**Don't have an account?** [Request New User Account](#)

**Username:**

**Password:**  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

NOTE: Links to help, password and username assistance are available from the login page featured above.

4. Designated submitters will be directed to the user registration page.  
([https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/jsp/manage\\_profile.jsp](https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/jsp/manage_profile.jsp))

Texas Education Agency  
User and Access Management

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**NOTICE:**  
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.  
If you need assistance with access to an existing user account, please go to <https://txeduagency.zendesk.com> and click **Submit a Request**.

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First Name:   
Middle Name:   
Last Name:   
Suffix:  Generational, Academic, Professional (jr, PhD, CPA)

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\* Email Address:  All notifications will be sent to this address.  
Verify Email:   
\* Birth Month:  The month of birth (1-12)  
\* Birth Day:  The day of the month of birth (1-31)  
Birth Year:  YYYY

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\* Organization Type:  Select One... The user's organization type.  
[Click here for Organization Type descriptions](#)

Job Title:

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Phone Number:  Must include area code.  
Street Address:   
City:   
Country:  United States  
State:  Texas  
Zip or Postal Code:

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5. Complete the User Information.

The following fields are required: **First Name, Last Name, Email Address, Verify Email, Birth Month, Birth Date,** and **Organization Type.** **Birth Year** is required for educators.

Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:

Role
Educator
District, Charter, ESC, Private School Staff

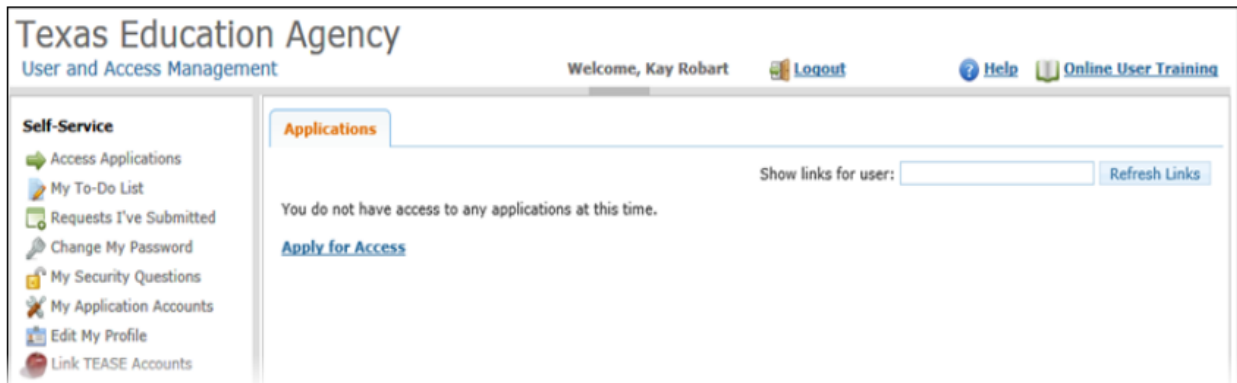
Type your Job Title, Phone Number (including Area Code), and Mailing Address. Check the information you have provided to make sure it is correct.

6. Click **Submit**. A message will appear acknowledging your request.
7. Click **Done**. The page will redirect you to the TEAL login page.

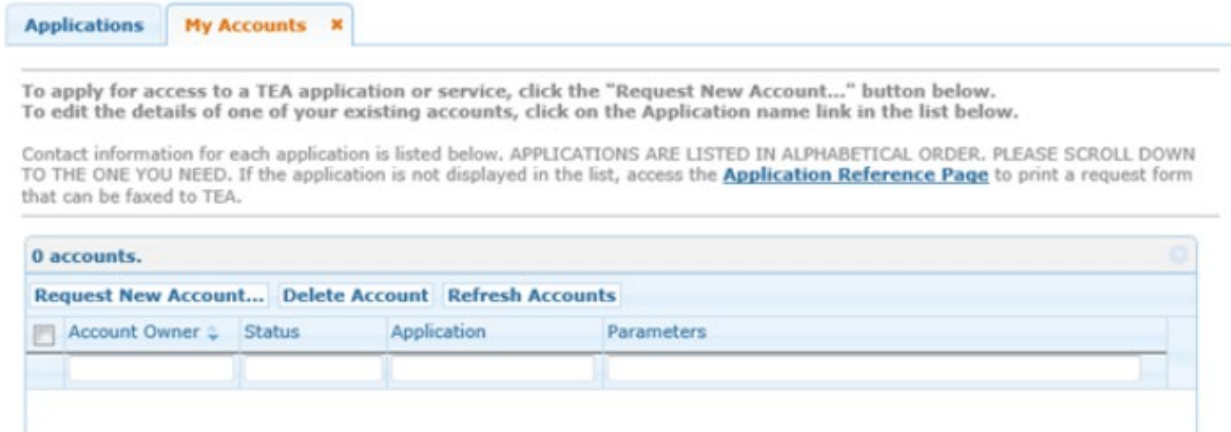
Once you have received your TEAL account information, you can log on and request access to the PFAI application.

## Requesting Access to the PFAI Application

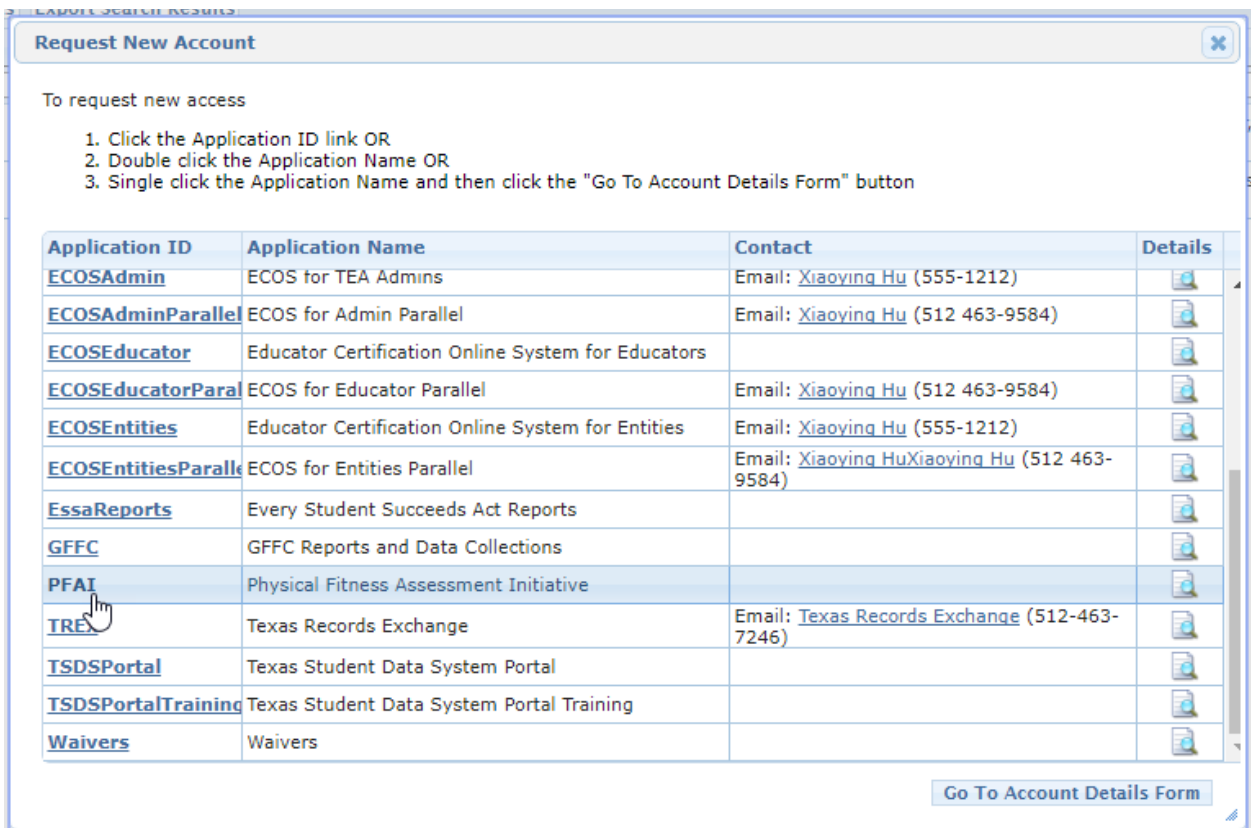
1. Log on to TEAL with your username and password. The home page will appear. If you have not been granted access to any applications yet, there will be no links under **Applications**. Click **Apply for Access**.



2. Click **Request New Account**.



3. Click the link for the PFAI application.



4. Click **Add Access**.

The screenshot shows a web application interface with two tabs: 'Applications' and 'My Accounts'. Below the tabs, there is a section titled 'To apply for new access' with three numbered instructions: 1. Click the 'Add Access' button. 2. Follow the instructions on the Application access details popup. 3. Click the 'Save Changes' button. This will submit your access request to TEAL.

Below the instructions, there is a form for 'Application Name: Physical Fitness Assessment Initiative'. The 'User ID' is 'user.name'. Under the '\* Accesses:' section, there is a table with columns 'Access State', 'Employing Organization', and 'Access Rights'. The 'Add Access' button is highlighted with a mouse cursor. Below the table is a 'Done' button.

5. Type the name of your organization. Once you begin typing, a list of authorized organizations will appear. Select the name of your organization from the list. Verify that the correct district and county district number are selected.

6. Select your appropriate Physical Fitness SUBMITTER role.

- a. A **Campus Physical Fitness Submitter** may submit data for a single campus.
- b. A **Multiple Campus Physical Fitness Submitter** may submit data for multiple campuses in a district.
- c. A **District Physical Fitness Submitter** may submit data for all campuses in a district.

Each local district must designate appropriate staff responsible for the roles listed above. See Planning Your Data Entry Strategy on page 2. For further assistance, email [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov).

7. Type in the ID and any other parameters requested.

- a. For **Campus Physical Fitness Submitter**, enter the nine-digit Campus Number and the six-digit County District Number.
- b. For **Multiple Campus Physical Fitness Submitter**, enter the nine-digit Campus Number for each of your campuses, separated by commas, in the Campus IDs field, and then enter the six-digit County District Number.
- c. For **District Physical Fitness Submitter**, enter the six-digit County District Number.

8. Click **Done**.

9. Click **Save Changes**. If the request was submitted successfully, a success message will appear at the top of the tab.



Once you receive an email notification, you may log into TEAL and select the PFAI application.

### **Organizing Data for the PFAI File**

The table on the following page provides specific information related to the Fitness Assessment data files and the required format and order to be imported to the TEA PFAI tool. Once the fitness scores are collected, the designated submitter(s) will upload the data in a CSV (comma delimited) (\*.csv) or text (\*.txt) file.

A spreadsheet template is available to assist you in creating your data file. Please visit the [TEA Physical Fitness Assessment Initiative webpage](#) to download the file.



Order	Element Name	Description	Type	Possible Values
1	School ID	Identification number of School (9 Digit County District Campus Number)	String (9)	<b>Required</b> Only use whole numbers. Do not use Hyphens. <b>Leading zero required, if applicable to the School ID.</b>
2	School Name	Name of School	String (75)	<b>Required</b>
3	Test Date	Make sure the upload file has only the most recent or current test date. (mm/dd/yyyy)	DateTime	<b>Required</b> Values may contain leading zeroes or not. Examples: "3/1/2021" "03/01/2021" <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
4	Student Grade	Current grade level.	Integer	<b>Required</b> Leading zeros acceptable (ie "03 or "3"). "3" - Third Grade "4" - Fourth Grade "5" - Fifth Grade "6" - Sixth Grade "7" - Seventh Grade "8" - Eighth Grade "9" - Ninth Grade "10" - Tenth Grade "11" - Eleventh Grade "12" - Twelfth Grade <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
5	Student Gender	Student gender	String (1)	<b>Required</b> Not case-sensitive (ie "M" or "m" are acceptable) "M" - Male "F" - Female <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
6	Height	Expressed as total inches. (PFAI will calculate BMI from height and weight)	Integer	A whole number. Lines 7 and 8 (H/W) <b>OR</b> 9 and 10 (Skinfold) should be completed.
7	Weight	Expressed in pounds. (PFAI will calculate BMI from height and weight)	Integer	A whole number. Lines 7 and 8 (H/W) <b>OR</b> 9 and 10 (Skinfold) should be completed.
8	Skinfold Tricep	Skinfold Tricep Site (PFAI will calculate % body fat from both skinfold sites)	Integer	A whole number. Lines 7 and 8 (H/W) <b>OR</b> 9 and 10 (Skinfold) should be completed.
9	Skinfold Calf	Skinfold Calf Site (PFAI will calculate % body fat from both skinfold sites)	Integer	A whole number. Lines 7 and 8 (H/W) <b>OR</b> 9 and 10 (Skinfold) should be completed.
10	1 Mile Run (Minutes)	One mile Run in minutes	Integer	A whole number. Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)
11	1 Mile Run (Seconds)	One mile Run in seconds (0-59)	Integer	A whole number <b>0-59 only</b> . Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)
12	PACER Laps	Progressive Aerobic Cardiovascular Endurance Run (PACER) Laps	Integer	A whole number <b>0-300 only</b> . Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)
13	1 Mile Walk (Minutes)	One mile Walk in minutes	Integer	A whole number. Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)
14	1 Mile Walk (Seconds)	One mile Walk in seconds (0-59)	Integer	A whole number <b>0-59 only</b> . Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)
15	1 Mile Walk Heart Rate	One-mile Walk heart rate	Integer	A whole number. Lines 11 and 12 (Run) <b>OR</b> 13 (Pacer) <b>OR</b> 14, 15, and 16 (Walk)

Order	Element Name	Description	Type	Possible Values
16	Curl Up		Integer	A whole number <b>0-75 only</b> .
17	Trunk Lift	Expressed in inches not to exceed 12	Integer	A whole number <b>0-12 only</b> .
18	Push Up		Integer	A whole number <b>0-99 only</b> . Line 19 (Push Up) <b>OR</b> 20 (Modified) <b>OR</b> 21 (Flexed)
19	Modified Pull Up		Integer	A whole number <b>0-999 only</b> . Line 19 (Push Up) <b>OR</b> 20 (Modified) <b>OR</b> 21 (Flexed)
20	Flexed Arm Hang	Expressed in seconds	Integer	A whole number <b>0-999 only</b> . Line 19 (Push Up) <b>OR</b> 20 (Modified) <b>OR</b> 21 (Flexed)
21	Back Saver Sit & Reach–Left	Expressed in inches not to exceed 12	Integer	A whole number <b>0-12 only</b> . Lines 22 and 23 (Back Saver) <b>OR</b> 24 and 25 (Shoulder Stretch)
22	Back Saver Sit & Reach–Right	Expressed in inches not to exceed 12	Integer	A whole number <b>0-12 only</b> . Lines 22 and 23 (Back Saver) <b>OR</b> 24 and 25 (Shoulder Stretch)
23	Shoulder Stretch–Left		Integer	"1" - No "2" - Yes <b>* Note:</b> Quotes above are only for reference and should not be used in actual value. Lines 22 and 23 (Back Saver) <b>OR</b> 24 and 25 (Shoulder Stretch)
24	Shoulder Stretch–Right		Integer	"1" - No "2" - Yes <b>* Note:</b> Quotes above are only for reference and should not be used in actual value. Lines 22 and 23 (Back Saver) <b>OR</b> 24 and 25 (Shoulder Stretch)
25	IsHispanicLatino	<b>Ethnicity:</b> If selected then Student is considered Hispanic/Latino otherwise Not Hispanic/Latino	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
26	IsAmericanIndian AlaskaNative	<b>Race:</b> If selected then Student is considered American Indian or Alaska Native	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
27	IsAsian	<b>Race:</b> If selected then Student is considered Asian	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
28	IsBlackAfricanAmerican	<b>Race:</b> If selected then Student is considered Black or African American	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
29	IsNativeHawaiian OtherPacificIslander	<b>Race:</b> If selected then Student is considered Native Hawaiian or Other Pacific Islander	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.
30	IsWhite	<b>Race:</b> If selected then Student is considered White	Boolean	"1" - Selected "0" or Blank - Not Selected <b>* Note:</b> Quotes above are only for reference and should not be used in actual value.

### Sample .csv or .txt Record

22222222,Great High School,3/8/2021,10,F,63,114,,,15,32,,,,,24,,5,,,11,5,,,1,0,0,0,0,1

NOTE: Data viewed as a \*.csv file or \*.txt file will be separated by commas with no spaces.

## Breakdown of the Record

NOTE: Numbers in parentheses below refer to definition table above.

1 - 222222222,  
2 - Great High School,  
3 - 3/8/2021,  
4 - 10,  
5 - F,  
6 - 63,  
7 - 114,  
8 - ,  
9 - ,  
10 - 15,  
11 - 32,  
12 - ,  
13 - ,  
14 - ,  
15 - ,  
16 - 24,  
17 - ,  
18 - 5,  
19 - ,  
20 - ,  
21 - 11,  
22 - 5,  
23 - ,  
24 - ,  
25 - 1,  
26 - 0,  
27 - 0,  
28 - 0,  
29 - 0,  
30 - 1

## Sample Spreadsheet Record

**NOTE:** This is what the data will look like when entered into the PFAI template.

A	B	C	D	E	F	G
School ID	School Name	Test Date	Student Grade	Student Gender	Height	Weight
222222222	Great High School	3/8/2021	10	F	63	114

H	I	J	K	L	M	N	O
Skinfold Tricep	Skinfold Calf	1 Mile Run (Minutes)	1 Mile Run	PACER Laps	1 Mile Walk	1 Mile Walk	1 Mile Walk Heart Rate
		15	32				

P	Q	R	S	T	U	V	W
Curl Up	Trunk Lift	Push Up	Modified Pull Up	Flexed Arm	Back Saver Sit & Reach-Left	Back Saver Sit & Reach-Right	Shoulder Stretch-Left
24		5			7		5

Y	Z	AA	AB	AC	AD	AE
Shoulder Stretch-Right	IsHispanic Latino	IsAmericanIndian AlaskaNative	IsAsian	IsBlackAfrican American	IsNativeHawaiian OtherPacifclsland	IsWhite
		1	0	0	0	0
						1

## CSV File Information

If using Excel or other spreadsheet application, save the data file as a csv file.

- Select File, Save As, browse to the location where you wish to save the file.
- In the Save As type box, choose the csv (comma delimited) (\*.csv) file format. Name the file and save.

## TXT File Information

Data may be saved and uploaded in a text (\*.txt) file.

## Helpful Tips

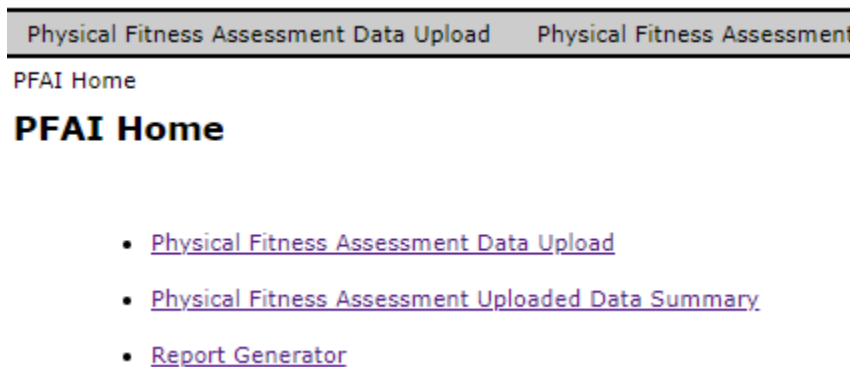
Districts and campuses with a school ID (county, district, campus number) beginning with a leading zero may need to format Column A as custom and type in 9 zeros (000000000) in the type field. This will maintain the leading zero when it is entered and if the leading zero is not entered, it will append the zero into the field. The column may also be formatted as text and all nine digits will need to be entered, including the leading zero.

All submitters may need to format Columns C and D in the spreadsheet as date and select type \*3/14/2012.

If errors are reported when uploading the data file in PFAI, open the file in Excel or Notepad and view the file to identify and correct errors. If the file is opened in Excel, formatting that may have existed for columns A, C, and D may be lost and if so, must be reformatted.

## Using the PFAI Application

1. From the PFAI Home page, click Physical Fitness Assessment **Data upload**.



2. A dialog box appears warning users to not upload incomplete data. Read this notice and then click **Ok** to continue. Submitters with multiple data files must upload files one at a time.
3. To access data file help, click **User Import Document**.

If your data upload file contains headers, click the **Import File Contains Headers** box. Examples of headers are School ID, School Name, Test Date, etc.

To proceed, click **Choose File** to open your browser and navigate to and choose your PFAI data file.


<b>Step 1.</b> Upload File	Step 2. Match Campuses	Step 3. Confirm Matches	Step 4. Review and Save	Step 5. Are You Done?	Step 6. Exit
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### Step 1. Upload File

Click **Browse** to select the data file to upload, and then click **Upload Physical Fitness Assessment Data File**. Upload files one at a time. You may return to upload more files.

The screenshot shows a dialog box titled "USER IMPORT DOCUMENT". It contains the following text: "This page will allow a PFAI Submitter to import a Physical Fitness Assessment data file. The data must be in the correct format or it will not load into TEA's PFAI system. Please see the User Import Document (linked above) for the correct field formats and descriptions. The import file must be in a CSV format. Please review the data once it has been imported to make sure it is correct." Below the text is a checkbox labeled "Import File Contains Headers:" which is currently unchecked. At the bottom, there is a button labeled "Upload Physical Fitness Assessment Data" and a file selection area with a "Choose File" button and the text "No file chosen". At the very bottom, there is a button labeled "Upload Physical Fitness Assessment Data File".



4. Select **Upload Physical Fitness Assessment Data File**. If errors are detected in the upload file, informational messages will be provided so that corrections can be made, and the file can be uploaded again. Be aware that if a .csv is opened in Excel, formatting may be lost and if so, must be reformatted.

	<b>Failure</b> Column 4 of line 1 contained the value 3/1/200, which is not a valid birthdate.
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- Make sure each campus name in your file is paired with the matching TEA campus name. If the campus name(s) in your file is the same as the campus name in the TEA database, AskTED, the system automatically matches the campus, and the dropdown list is disabled. If the campus name in your file and the campus name in the TEA database do not match exactly, you must select the corresponding campus name from the dropdown list. Complete matching campus names, as needed, and select **Confirm Matches**.

The list of confirmed campuses appears. Review the summary of uploaded data and click **Save**. If errors are noted in the summary, click **Cancel** rather than **Save** so that the data is not added.

After clicking **Save**, the system confirms that your data has been uploaded and asks if you are done uploading files. Click **Finished** if done. Click **Upload More Files** if you are a District Submitter and have multiple files or Multi Campus Submitter who has additional files to upload.

	<b>Success</b> Your data has been uploaded. Do you have any additional files to load?
	<b>Information</b> A summary of all uploaded data for your authorized campuses is shown below.


Step 1. Upload File	Step 2. Match Campuses	Step 3. Confirm Matches	Step 4. Review and Save	<b>Step 5. Are You Done?</b>	Step 6. Exit
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**Step 5. Are You Done?**

Review the summary of uploaded data. If all of your fitness data is uploaded, click **Finished** to log out of the PFAI application. Click **Upload More Files** if you have additional files to upload.

- To upload additional files, repeat the previously outlined steps. Continue adding files until all data is uploaded. When you are finished, click **Finished**. Click **Exit** to return to the PFAI login page.

NOTE: Data files that are uploaded in PFAI **cannot** be overwritten.

	<b>Failure</b> Data for the following campuses has already been uploaded. You may not overwrite this data. Contact <a href="#">PFAI Program Support</a> if you have concerns.
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If data must be deleted to allow for a new upload, please contact [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov) and include the district and/or campus name of data to be deleted.

**Viewing the Data Summary**

If you wish to view a summary of your uploaded data, click **Uploaded Data Summary** from the PFAI home page. Select the School Year, and the district. A summary of uploaded data will be displayed.

## Using the Report Generator

From the PFAI Home page, click the **Report Generator**.

1. Select the district, campus, grade, and gender and then select any combination of variables from the report variables box. Use the ctrl key to click and select individual variables or use the shift key to select all variables. At least one variable must be selected.
2. Select **Generate Report**. The desired data will be exported in a spreadsheet.

A report generator can also be accessed from the PFAI TEA website at <https://tea.texas.gov/texas-schools/health-safety-discipline/physical-fitness-assessment-initiative>.

## Accessing Additional Information and Support

For access to the TEA Login (TEAL) Page:

<https://tealprod.tea.state.tx.us/>

For assistance with setting up and accessing a TEAL account:

<https://helpdesk.tea.texas.gov/hc/en-us/categories/200929903-TEAL-Access>

For access to the TEAL Application Reference Page:

[https://tea.texas.gov/About\\_TEA/Other\\_Services/Secure\\_Applications/TEA\\_Secure\\_Applications\\_Information/](https://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA_Secure_Applications_Information/)

For accessing other PFAI resources:

<https://tea.texas.gov/texas-schools/health-safety-discipline/physical-fitness-assessment-initiative>

For assistance with the PFAI Application:

[pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov)