

# Physical Fitness Assessment Data Submission FAQs

## General

### 1. What physical fitness assessments are required?

All six of the tests are required: aerobic capacity, body composition, three on muscular strength and endurance, and flexibility.

### 2. What do I do if students are absent on the testing day?

You should make every effort to have a make-up date.

### 3. What is the deadline for submitting physical fitness data to the TEA?

Physical Fitness Data is due each year on the second Friday of June by 5:00 pm.

### 4. I need technical assistance, who do I contact for support?

- For help with Fitnessgram (FG), please visit <https://help.fitnessgram.net/> or call 1-800-416-5139
- For help with PFAI, email [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov)

## Texas Education Agency Secure Environment (TEASE) Access to PFAI

### 5. Do I need a TEASE account?

If you choose to submit the physical fitness data via PFAI, you will need a TEASE account. The TEASE account provides access to the PFAI application.

### 6. How do I apply for a TEASE account?

- Select [a new TEASE User](#) Account.
- Select **Physical Fitness Assessment Initiative** from the drop-down menu.
- The [TEASE tutorial for applying for the PFAI application](#) provides detailed instructions.

## 7. Can I expedite the process when applying for a TEASE account?

Once the application is completed, the district's superintendent or the person responsible for approving TEASE accounts for the district must approve the request before TEA staff can make the final approval. The TEA approves requests daily. Delays can occur if the person responsible for approving the request at the district level has not done so.

## 8. How do I access the PFAI application?

- [Log into TEASE](#).
- Click on **Add/Modify Application Access** button.
- Request the **Physical Fitness Assessment Initiative** application from the drop-down menu.
- See the [TEASE tutorial for applying for the PFAI application](#) for more details.

## 9. How do I reset my password if I have a TEASE account?

Your user name or email address must be registered with the system to retrieve your password. Follow the instructions from the [TEASE password recovery website](#).

## 10. How do I retrieve my user name if I have a TEASE account?

[Send an email](#) to TEA from the email account registered with TEASE requesting your user name.

# PFAI Application: Data Upload

## 11. How do I upload the data file to TEA via PFAI?

- [Log into TEASE](#) and select the PFAI Application.
- For detailed explanations, go to **Step 5**, page 31, of the [Physical Fitness Assessment Initiative \(PFAI\) Application](#) tutorial.

## 12. Can the physical fitness data file be re-uploaded in PFAI?

- The Stand-Alone and Small Network versions can upload multiple files for the same campus; however, the District SQL Server version only allows one district file to be received by TEA.
- If you absolutely need to re-upload your district file, contact [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov).

## Fitnessgram Questions

### 13. How do I update the FG software?

Please visit the [Fitnessgram website](#).

### 14. How do new schools acquire the FG software?

New schools will need to contact US Games by calling 1-800-327-0484 or email [fitnessgram@usgames.com](mailto:fitnessgram@usgames.com).

### 15. Is the web-based version of FG required?

[Fitnessgram](#), which is the web-based version, is available; however, districts are not required to purchase this software in order to upload data to TEA. If you are interested in purchasing the web-based software please call 1-800-327-0484 or email [fitnessgram@usgames.com](mailto:fitnessgram@usgames.com).

### 16. How do I assign unassigned students, move, or promote students?

Only FG users with the appropriate security level can promote students. Two levels satisfy this requirement: School Administrator and District Administrator. Detailed information can be found from the "[Promoting and Assigning Students to New Classes](#)" tutorial from FG.

### 17. How many export files will there be for a district?

It depends upon the version of FG that the district uses. The Stand-Alone and Small Network versions may have one or more export files. The District SQL Server version will only have one export file.

## Troubleshooting

### 18. How do I get my PEIMS data into Excel so that it can be transferred to a Comma Delimited (.csv) file and imported into FitnessGram?

To enter data using Excel:

1. Open a new Excel workbook.
2. Go to the tab marked **Data**.
3. Select **From Text**.
4. When the Import Text File window opens, browse to the file where you have saved the PEIMS text file, select it, and choose **Import**.

5. The Text Import Wizard Box will open. On step one ensure that **Delimited** is selected then click on **Next**.
6. Uncheck the **Tab** box in step two. Check the **Comma** box and then click on **Next**.
7. Check **General** in step three then click on **Finish**.
8. The Import Data box will appear. Check **Existing** worksheet. Ensure that the field says **=A\$1** then click on **OK**. At this point, your Excel spreadsheet will be populated with your PEIMS data.
9. Select **Save As**, name the file, and Save As type: select **CSV (Comma delimited)(\*.csv)**.

If you need further assistance, contact [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov).

**19. The campus name in the export file does not match the one listed in PFAI; how do I resolve this?**

There are detailed instructions on page 2 of the [troubleshooting guide](#).

**20. I have an unassigned school; how do I resolve this?**

When uploading data in the PFAI application, if any of your school names appear as **Unassigned School** on the campus match up page, you must go back into your FG data and correct the issue. You may not continue uploading data if you have campuses that appear as **Unassigned School**. Instructions for changing an Unassigned School are available on the [Fitnessgram Procedures Manual](#) webpage.

**21. Our district uploaded the wrong data; how do I resubmit the PFAI data to TEA?**

The Stand-Alone and Small Network versions can upload multiple files for the same campus; however, the District SQL Server version only allows one district file to be received by TEA. Therefore, it is important that all of your data is correct before uploading. If you absolutely need to re-upload your district file, contact [pfaiprogramsupport@tea.texas.gov](mailto:pfaiprogramsupport@tea.texas.gov). Campus data can be deleted from the PFAI database so that it can be re-submitted.