



Physical Fitness Assessment Initiative (PFAI) Tool Data Submission Checklist

Physical fitness assessments are due on or before **5:00 p.m. (Central) the second Friday of June**. After this time, the PFAI tool will close, and data will no longer be accepted. (There are no waivers or extensions if the deadline is missed. It is strongly recommended that the assessments are completed and entered successfully well in advance of the deadline to avoid missing the deadline due to user errors.)

Please use the checklist below to ensure you complete the physical fitness assessment process on or before the second Friday of June. After the physical fitness assessment data is successfully entered into the PFAI tool, the district or charter will have met the reporting requirements.

PFAI tool end-of-year checklist

- Go to [TEA's PFAI webpage](#) and download the following four documents. (Look under the **Announcements** heading.)
 - PFAI Quick Start Guide: Physical Fitness Assessment Initiative (PFAI)
 - PFAI File information and Upload Help Template (.xlsx)
 - PFAI Data Template
 - PFAI Data Submission FAQs
- Read each of the four documents.
- Determine the data entry strategy for the district or charter. (Will designated staff be asked to submit data for a single campus or multiple campuses or will a single person submit data for all campuses?) [Reference: PFAI Quick Start Guide, page 2]
- Designate staff who will be responsible for uploading the assessment data. Require the staff to read the PFAI documentation listed in the first checkbox and require each submitter obtain a TEAL Login (TEAL) account.
- Register for a TEAL account and request access to the PFAI application if the submitter(s) does not already have an account. (Plan for at least ten (10) days for the approval process. Approvers include staff in the district or charter and TEA.) [Reference: PFAI Quick Start Guide, pages 3-8]
- Log into TEAL and confirm access to the PFAI account.
- Identify students to be assessed. [Reference: PFAI Quick Start Guide, page 2]
- Review the assessment data requirements listed in the PFAI File information and Upload Help Template
- Assess students.
- Organize and enter the assessment data into the PFAI Data Template exactly matching the data type and order in the template. If the data does not match the format or order exactly, the data upload will fail. [References: PFAI Quick Start Guide, page 9-12, PFAI File information and Upload Help Template (.xlsx)]
- Save the PFAI Data Template data file as a csv file and do not reopen the file csv file.

- Log in to TEAL and access the PFAI application to upload the data. [Reference: PFAI Quick Start Guide, page 13]
- Address any data upload errors that may arise and repeat the upload process until successful. Check for these most common errors. (After correcting the error, save the file and do not reopen it. Upload the file in the system.) The list below can help you identify the most frequent errors made within the data file.
 - Column order and names of headers in the data file have no changes.
 - Test date must use this format mm/dd/yyyy.
 - Height must be a whole number expressed in inches.
 - Weight must be a whole number expressed in pounds.
 - One mile run minutes must be a whole number.
 - One mile run seconds must be a whole number (0-59).
 - Curl up must be a whole number between 0-75.
 - Trunk lift must be a whole number expressed in inches between 0-12.
- Run a data upload summary from the PFAI home page to view a summary of your uploaded data. [Reference: Quick Start Guide, page 14]
- Save and retain a digital copy of the data file that you uploaded using the PFAI application for local records. (Local assessment records will be used to respond to parent requests for their student's data and to demonstrate completion of the state requirement in case of an audit.)
- Complete this checkbox after all the above steps are complete and assessments were submitted in the PFAI tool on or before the second Friday of June.
My district or charter has met the assessment requirements for the school year.

I need help with a TEAL account.

For technical assistance questions, please open a [TEA Help Desk ticket for TEAL Access](#).

I need help with a PFAI data submission.

For technical assistance related to PFAI data submission, please email pfaiprogramsupport@tea.texas.gov.