1.0 SCOPE:

1.1 This work instruction details the steps to order test materials for the California Physical Fitness Test in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Accountability Coordinator

3.0 APPROVAL AUTHORITY:

3.1 Administrator of Assessment, Research,

and Evaluation

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Approved signature on file

4.0 DEFINITIONS:

4.1 PFT – California Physical Fitness Test administered to all grade 5, 7, and 9 student enrolled in California public schools.

4.2 CDE – California Department of Education

4.3 TMC – Test Materials Count Access database

4.4 SCUSD-sql – Sequel server system

4.5 English Learner – Students with a primary language other than English who have are not fluent in English.

5.0 PROCEDURE:

5.1 Create a new TMC in February for the 2007-08 PFT administration.

5.1.1 Go to SCUSD-sql and link the Schools (dbo_tblSchools) and February Student Demographic tables to the CMC.

5.1.2 Create a spreadsheet of grade 5, 7, and 9 students enrolled in each public school by grade by performing the following steps:

5.1.2.1 Add the dbo_tblSchools and February Student Demographic table to the query.

5.1.2.2 Join the two tables together using the SchCode2 field (in dbo_tblSchools table) and the Schoolnum field (in the February Student Demographic table).

5.1.2.3 Display the SchNameCDE field from the dbo_tblSchools table in the query.

5.1.2.4 Display the grade and state identification number fields from the February Student Demographic table.

5.1.2.5 On the Criteria line, make the following change: SchNameCDE field = <>"non-public".

5.1.2.6 Click View/Totals.

5.1.2.7 On the Total line, change the text in the state identification number field from Group By to Count.

5.1.2.8 Save the query as qryTMC.

5.1.2.9 Export qryTMC into an Excel spreadsheet with the same name.

5.1.2.10 Print the qryTMC spreadsheet.

5.2 Go to the Internet and access the test vendor's online PFT materials ordering website.

5.2.1 Input the username and password received from the CDE contracted test vendor.

5.2.2 Using the qryTMC printout, enter the number of scantron forms needed by grade for the 2007-08 PFT administration.

5.2.3 Check the box indicating that pre-identification services will be used.

5.2.4 Order an additional 250 scantron forms that will be used as district overage.

5.3 The test vendor will confirm the number of materials ordered via email.

6.0 ASSOCIATED DOCUMENTS:

6.1 qryTMC printout.

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
qryTMC printout	Accountability Coordinator's Files	15 months	Discard as desired.	N/A
Confirmation emails	Accountability Coordinator's Files	15 months	Discard as desired.	N/A

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
05/03/07	A	Initial release.

***End   of   work   instruction* * *