

# Directions for Submitting Physical Fitness School Summary Data Online

## New Online Data Submission Process

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This year, we will begin an additional process for submitting health-related fitness data using an online reporting form that will allow us to more efficiently analyze and report school summary fitness data. You will follow the same reporting procedures as in years past by completing and submitting the HCPS Health-Related Fitness School Summary Sheet to Jackie Silver. In addition, you will use the summary sheet to complete an online reporting form for each student age group. All data reported should be school summary data. Please do not provide data for individual teachers or classes. **Per the memo from Bonnie Conner-Gray, school summary sheets should be returned to Ms. Silver and school summary results should be entered online by June 2, 2008.**

## Accessing and Submitting the Reporting Forms

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1. Using Internet Explorer, navigate to <http://henrico.k12.va.us/survey/>  
**\*\* You must be connected to the Ethernet to access the reporting forms.**
2. Depending on your school level click appropriate link:
  - Elementary Fitness Data Form (PE teachers only)
  - Middle School Fitness Data Form (PE teachers only)
  - High School Fitness Data Form (PE teachers only)
3. Using your schools completed School Summary Sheet, enter the appropriate data.
4. Click "Submit" once the form has been completed for the age group you are reporting.
5. Repeat the above procedures to re-access the form. *A new form must be completed for each age group for which you are submitting data.* For example, a school with students ages 9, 10, 11, and 12 would complete and submit the form 4 times. Each time the school would provide different data depending on the age of the student group being reported.



## Support Path

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Please report any difficulties with accessing or submitting these forms to Tiffany Hinton, Department of Research and Planning, at 652-3840 or [tshinton@henrico.k12.va.us](mailto:tshinton@henrico.k12.va.us). If you have questions related to fitness testing or calculating the school summary data, contact Bonnie Connor-Gray at 652-3741 or [bcgray@henrico.k12.va.us](mailto:bcgray@henrico.k12.va.us).