



**WEB APPLICATION
USER MANUAL**

Exempt Students

2/13/2009



NYC FITNESSGRAM User Manual

Exemption Guidelines

There are two primary reasons that students may be exempted by a teacher from NYC FITNESSGRAM:

1) The student may have a **medical exemption**. All medical exemptions must be supported by a doctor's note or 504 plan (APE students) that extends the student's inability to participate in physical education beyond a reasonable time period to allow for completion of the NYCFG assessments. In this case, the teacher should manually exempt the student and note the medical reason. These exemptions will be listed in the column labeled *FG User Exemptions* in the updated NYCFG completion report.

a. For medical injuries that allow the student to participate at a later date in the school year (i.e. broken arm in November, but cleared by the doctor to participate in January), the student should be provided a make-up assessment at the appropriate time.

b. Pregnant students should only be marked exempt if a doctor provides a note determining that they should refrain from specific physical activities.

2) The student may be a "**no show**" or "**long-term absence**." In this case, the teacher should manually exempt the student and note that they are a no show or LTA. These exemptions will be listed in the column labeled *FG User Exemptions* in the updated NYCFG completion report.

Additionally, some students may have a **testing modification** in their IEP that excludes them from standardized assessments. In this case, the NYCFG system will automatically exempt them. These exemptions will be listed in the column labeled *Automatic Exemptions* in the updated NYCFG completion report.

NYC FITNESSGRAM User Manual

Indicating an Exemption for a Student

Step 1.
Click on test scores

Step 2.
Select the class for which you want to enter scores.

Step 3.
Click on exemption checkbox.

Step 4. This window will open. Click on reason for child's exemption.

You must type in an explanation. See previous page for valid reasons.

NYC Department Of Education
Joel I. Klein, Chancellor

Home Class Setup **Test Scores** Reports Resources Help

Teacher: FGram FGramR01TeacherUser School: (10X207) School Term: 2008-2009

Save All Scores Class Roster Worksheet Class: Official Class 111 Test Item: Height

22 students in the class

| LAST NAME | FIRST NAME | GENDER | OFFICIAL CLASS | GRADE LEVEL | BIRTH DATE | AGE TESTED | CLICK TO EXEMPT | ENTER HEIGHT | STATUS |
|-----------|------------|--------|----------------|-------------|------------|------------|-------------------------------------|--------------|----------------|
| QUINONES | ELIZABETH | M | 111 | 01 | 03/22/2002 | 6 | <input type="checkbox"/> | 60 in | Incomplete |
| REINHARDT | DULCE | M | 111 | 01 | 12/20/2002 | 6 | <input checked="" type="checkbox"/> | 58 in | Incomplete |
| RENONCE | DOUGLAS | F | 111 | 01 | 10/04/2002 | 6 | <input checked="" type="checkbox"/> | 42 in | FG User Exempt |
| REYES | DONALD | M | 111 | 01 | 05/09/2002 | 6 | <input type="checkbox"/> | 62 in | Incomplete |
| REYES | DONNALEE | F | 111 | 01 | 02/10/2002 | 6 | <input type="checkbox"/> | 59 in | Incomplete |
| RIEDER | DILLON | F | 111 | 01 | 10/25/2002 | 6 | <input type="checkbox"/> | 60 in | Incomplete |
| RIVERA | DEYANNA | M | 111 | 01 | 02/11/2002 | 6 | <input type="checkbox"/> | 65 in | Incomplete |
| RIVERA | DEYANNIRA | M | 111 | 01 | 10/14/2002 | 6 | <input type="checkbox"/> | 48 in | Incomplete |
| RIVERA | DEYARCHE | F | 111 | 01 | 05/09/2002 | 6 | <input type="checkbox"/> | 42 in | Incomplete |
| RIVERA | | | | | | | <input type="checkbox"/> | | |

Step 6.
Save all scores.

Please note: Students that have been marked exempt are not calculated into the numerator or denominator of the completion percentage.

Step 5. Click "Submit Exemption."

FitnessGram Teacher - Network Technologies

Please select an exempt reason from below:

- Medical Exemption (explain below)
- Other (explain below)

Exemption Explanation (250 characters or less):

Submit Exemption

Record first created by on
Record last updated by on

NYC FITNESSGRAM User Manual

Viewing the Completion Report

The Completion Report displays the number and percentage of students with completed or exempted assessments in the NYC FITNESSGRAM system.

Home
Class Set Up
Test Scores
Reports
Resources
Help Desk

Teacher: FGram FGramR02TeacherUser School: PS 050 CLARA BARTON (12X050) School Term: 2005-2006

Step 1. Click on the Home Page.

Step 2. Click on "Completion Report."

| TESTNAME | TIMEFRAME | |
|---------------------|-----------------------|---|
| 2005-2006 Fall Test | 9/1/2005 - 12/30/2005 | Completion Report |

My Classes

| | | |
|--|--|--|
| Official Class 012 Worksheet | Official Class 101 Worksheet | Official Class 102 Worksheet |
| Official Class 103 Worksheet | Official Class 104 Worksheet | Official Class 602 Worksheet |
| Official Class 603 Worksheet | Official Class 604 Worksheet | |

Search Student

First Name: Last Name: Grade Level:

Or

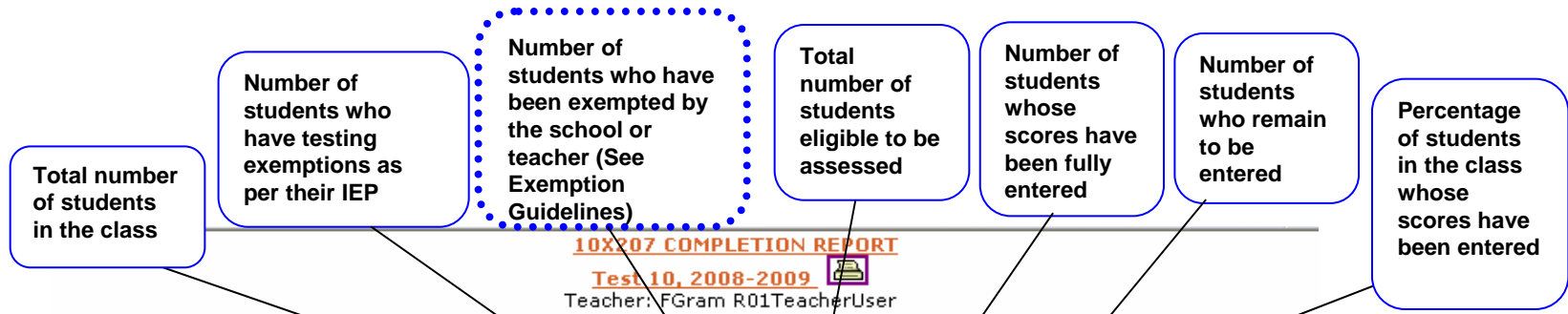
Student Id:

Continue on next page

NYC FITNESSGRAM User Manual

Viewing the Completion Report (cont'd)

This illustration shows a listing of the classes you have set up with a tally of eligible, exempt, and completed students.



10X207 COMPLETION REPORT
 Test 10, 2008-2009
 Teacher: FGram R01TeacherUser

| CLASS | TOTAL STUDENTS | AUTOMATIC EXEMPTIONS* | FG USER EXEMPTIONS | TOTAL ELIGIBLE STUDENTS | COMPLETED | REMAINING | % COMPLETED |
|--------------------|----------------|-----------------------|--------------------|-------------------------|-----------|------------|--------------|
| Official Class 111 | 19 | 0 | 0 | 19 | 6 | 13 | 31.58% |
| Official Class 201 | 24 | 0 | 0 | 24 | 3 | 21 | 12.50% |
| Official Class 202 | 21 | 0 | 0 | 21 | 1 | 20 | 4.76% |
| Official Class 203 | 21 | 0 | 0 | 21 | 0 | 21 | 0.00% |
| Official Class 205 | 10 | 2 | 0 | 8 | 0 | 8 | 0.00% |
| Official Class 206 | 11 | 0 | 0 | 11 | 2 | 9 | 18.18% |
| Official Class 207 | 22 | 0 | 0 | 22 | 1 | 21 | 4.55% |
| Official Class 208 | 23 | 0 | 0 | 23 | 3 | 20 | 13.04% |
| Official Class 209 | 7 | 0 | 0 | 7 | 0 | 7 | 0.00% |
| Official Class 304 | 22 | 0 | 0 | 22 | 0 | 22 | 0.00% |
| Official Class 310 | 11 | 0 | 1 | 10 | 0 | 10 | 0.00% |
| TOTAL | 191 | 2 | 1 | 188 | 16 | 172 | 8.51% |

Important note:
 Your Completion Report will reflect only the classes you select in Class Setup.

*Applies to students with testing exemptions as per their IEP.

Step 3. Click here to view a list of all students exempted by the school. See "Viewing the Exemption Report" in the following pages.

NYC FITNESSGRAM User Manual

Viewing the Exemption Report

The Exemption Report displays all students in the school who have been exempted by teachers or administrators.

10X207 COMPLETION REPORT

Test 10, 2008-2009

Teacher: FGram R01TeacherUser

| CLASS | TOTAL STUDENTS | AUTOMATIC EXEMPTIONS* | FG USER EXEMPTIONS | TOTAL ELIGIBLE STUDENTS | COMPLETED | REMAINING | % COMPLETED |
|--------------------|----------------|-----------------------|--------------------|-------------------------|-----------|------------|--------------|
| Official Class 111 | 19 | | | | | 13 | 31.58% |
| Official Class 201 | 24 | | | | | 21 | 12.50% |
| Official Class 202 | 21 | | | | | 20 | 4.76% |
| Official Class 203 | 21 | | | | | 21 | 0.00% |
| Official Class 205 | 10 | | | | | 8 | 0.00% |
| Official Class 206 | 11 | | | | | 9 | 18.18% |
| Official Class 207 | 22 | | | | | 21 | 4.55% |
| Official Class 208 | 23 | | | | | 20 | 13.04% |
| Official Class 209 | 7 | | | | | 7 | 0.00% |
| Official Class 304 | 22 | 0 | 0 | 22 | 0 | 22 | 0.00% |
| Official Class 310 | 11 | 0 | 1 | 10 | 0 | 10 | 0.00% |
| TOTAL | 191 | 2 | 1 | 188 | 16 | 172 | 8.51% |

On the main Completion Report, click on the link for FG User Exemptions to open a window with the Exemption Report.

Exemption reasons must fall within the Exemption Guidelines.

* students with testing exemptions as per their IEP.

10X207 EXEMPTION REPORT

2008-2009 Fall Test

| CLASS CODE | LAST NAME | FIRST NAME | GENDER | GRADE LEVEL | EXEMPTION ENTERED BY | REASON | OTHER REASON | ENTERED ON |
|--------------------------|-----------|------------|--------|-------------|----------------------|-------------------|--------------|------------|
| <u>103-10X207-2008-0</u> | PEREZ | FATIMA | M | 0K | FGramR01TeacherUser | Other | LTA | 1/16/2009 |
| <u>111-10X207-2008-0</u> | RENONCE | DOUGLAS | F | 01 | FGramR01TeacherUser | Other | LTA | 2/18/2009 |
| <u>202-10X207-2008-0</u> | RUIZ | DANIEL | F | 02 | FGramR01TeacherUser | Medical Exemption | APE | 12/12/2008 |
| <u>307-10X207-2008-0</u> | SAHA | DAJUOR | F | 02 | FGramR01TeacherUser | Other | No show | 12/12/2008 |
| <u>308-10X207-2008-0</u> | ROMAN | DARNELL | T | 02 | FGramR01TeacherUser | Medical Exemption | APE | 12/12/2008 |
| TOTAL: 5 | | | | | | | | |

Students are separated by their class code. You can click the code to see the class worksheet.



NYC FITNESSGRAM User Manual

Support

There are two levels of support for NYC FITNESSGRAM:

1) If you have technical difficulties logging into your computer, call the NYC DOE Technology Help Desk at 718-935-5100.

2) If you have questions concerning the NYC FITNESSGRAM site or need guidance entering any of the information, contact your school's Fitness and Health Education liaison or the NYC FITNESSGRAM Help Desk at (212) 374-7626 or NYCFITNESSGRAM@schools.nyc.gov.