# Student Health Data: Physical Fitness IWAS Electronic Submission User Guide

Illinois State Board of Education Revised August 2021

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#### Introduction

Illinois State Board of Education (ISBE) collects aggregate physical fitness data via a secure connection over the Internet known as Web Application Security (IWAS) System. While physical fitness testing is required of all public school children grades 3 through 12, each school district shall annually report only aggregate physical fitness data for grades 5, 7, and 10 as per compliance with 23 IL Admin Code, Chapter 1, Subpart D, Section 1.425. The physical fitness data shall be submitted no later than June 30 of each school year via the Student Health Data: Physical Fitness section in IWAS as discussed in this User Guide.

### About the Counts

Data will be reported for students in grades 5, 7, and 10 with the following breakdown:

- The total number of students tested by grade and gender
- The total number of students achieving at the "health fitness zone" by grade (5, 7 and 10) and gender
- The total number of students identified as "needs Improvement zone" by grade (5, 7 and 10) and gender

#### **IWAS User Access**

The Student Health Data: Physical Fitness has multiple-level users, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators will be granted automatic access to the Student Health Data: Physical Fitness System. Please consult the IWAS user guide located on the IWAS home page <u>here</u>.

**Document Author**–this is typically your lowest level user (i.e., Clerk, Physical Education teacher, Staff, etc.). The Document Author has the ability to enter and/or edit physical fitness information and to submit it to the school principal for public schools for approval. Once submitted, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator (district superintendent).

**School Administrator**–this level is typically assigned to public school principals. The School Administrator has the ability to enter and/or edit physical fitness information and submit it to the RCDT Administrator (district superintendent) for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator (district superintendent).

**District Document Author**—this level is typically assigned to a public school district level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school unless the data have been disapproved and returned by the RCDT Administrator (district superintendent).

**RCDT** Administrator–this level is typically assigned to public school district superintendents. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

ISBE Administrator-this level is reserved for qualified ISBE personnel.

# How to Get Started in IWAS

You will need an IWAS account to be able to access the Student Health Data: Physical Fitness System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link under System Quick Links at the top of the ISBE home page at http://www.isbe.net.

Once you have an IWAS account, you will need to request access to the Student Health Data: Physical Fitness System. Sign into your IWAS account, select *System Listing* in the left margin, then select *Want to Sign Up for Other Systems?* in the lower right of screen. Then select *Student Health Data: Physical Fitness*, then click *Sign Up Now*. Please contact the ISBE Help Desk at (217) 558-3600 if you need assistance.

Once you have an existing IWAS account with access to the Student Health Data: Physical Fitness System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data: Physical Fitness System.

To begin, log on to IWAS. (As stated above, you will need a login username and password.)

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IWASTRAIN IN	WASTRAIN IWASTRAIN IWA	STRAIN IWASTRAIIN IWASTRAIN New Partner - Sign up Now
Home Sign Up Now	Login Name Password	Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to create at a biotriction to use ISBE? surface.
Get Password Contact Us	Remember Login Name     LOG IN	Sign Up Now
Help	Forgot Your Password? If you have forgotten your login name or password, click on the link below.	Need Help? If you need help with logging in, the sign up procedure or your password, please click on the link below.
IWAS Training Video	Find Login/Password	Help
	This web site has been optimized for Internet Explorer 6.0 or a browsers by clic Copyright © 2019 I	bove / Firefox 2.0 or above. You can download the latest version of these king on the following icons.

Click on "System Listing" from the left menu of the IWAS Dashboard.

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Home System Listing	Messages : <u>1 unread Inbox message(s)</u> <u>0 unread Archived message(s)</u>	We have your email address listed as:					
Pending Documents Change Password	Require Action : <u>O Sign-ups pending your approval</u> <u>O Documents pending your approval</u>	If this is NOT correct, <u>click here</u> to update.					

Clicking on "System Listing" will take you to the My Systems page.

From here, select "Student Health Data - Physical Fitness," which is under the category of "Reporting, Annual."

*Note: If you do not see the "Student Health Data – Physical Fitness" option, contact the ISBE Helpdesk at (217) 558-3600.* 

	Illinois State Bo	ard of I	Educati	on
	Darren Reisberg, Chairman Dr. Carme	en I. Ayala, State Suj	perintendent of Edu	ication
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Login:	Му	Systems		
Home	Below are systems that you are either auth either your district (Pending-District), ROE	orized to use or (Pending-ROE)	are awaiting au or ISBE (Pendin	thorization from g-ISBE), Once you
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		12112	0 = 6	Authorized

This will redirect you to the School Listing Screen. Depending on your access level, your screen may appear one of two ways. RCDT Document Author group and RCDT Administrator group users will see this screen:

Illinois State Board of Education		Student Health Data			Dele Anelyse   358 HOHE   HEUF   LODOUT
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Facility Name (click on name for data entry)	Status	Grede Served	Update By	Update On	
Generate High School	Suprime to USE	5.7	r010050	02/15/17	
Centered Mode School	Automatical State		10010050	02/16/17	
			100000		
	Have questions or need help? Contact our Call Center (2: Copyright © :	17)558-3600 between 8:00am - 0430p CST, Nonday - Friday or Cli 2004-2017, Illinois State Board of Education	ick here to Contact Us		

School Document Author group and School Administrator group users will see a similar screen, but with only one school listed under "Facility Name."

Select the school link for which you want to enter data.

This will direct you to Data Entry Screen 1:

Read the guidelines provided in gray box. Then, if this school:

- has grades 5, 7 and/or 10, click "We have student data to report", then click "Next" and proceed with instructions below.
- does not have grades 5, 7 and/or 10, click "We have no student data to report", then click "Approve Selection", then click "OK", then click "Back" to select your next school.

Illinois State Board of Education		Student Health Data		
RCDT: International County: Wheelin County	Name: Visiting 10 10 School, White Departure	Shul		Authority: RCDT Doc Author
School Systemacy		District Summary	Liver Constraintables	]
Please read carefully before making a selection.				
<u>You are required to report data</u> for all students (as described above) <u>You should not report data</u> for students who have been pleased at yo Based on the clarifications above, selectone of the following optic	Physical Fibers Accessments in a fiberal model. Construction to the sported by hum- construction of the sported by hum- with disabilities. Construction of the sported by the Construction of the sported by the Foreign and the sported by the sported by for whom your stations like hum school reportion or school to receive educational services (i.e., your runs) mests	the following four areas must be conducted in the second semester of each school y (30% for grades 5.7, and 1.0. org-the Boars real (accommoded) or Mis flux Tats (shareas) or Boodgort tess (sey of defaultions) and the second second semestation of the school of the school of the org-the Boars and the school of the school of the school of the school of the school of the Boars of the school of the school of the school of the school of the school of the Boars of the school of the school of the school of the school of the school of the Boars of the school of the school of the school of the school of the school of the Boars of the School of the School of the School of the school of the Boars of the School of the School of the School of the school is not their home school and they would not ordinarily attend school them).	ear using FitnessGram or, for students with disabilities, Brockport Physica of the adapted teast for aerobehostoning for students with disabilities) has been disabled as for fitness by or range if motion for students induced for another the disabilities) for another accelerates with disabilities) <u>for another accelerates</u> with disabilities) <u>for another accelerates</u> with disabilities) <u>for another accelerates</u> with disabilities)	
We have student data to report     We have <u>no</u> student data to report     (This school is not the home school for any student.)				
		Back Next		

If you clicked "Next," then select the grade levels served by the school. Clicking on "Save" on this page will save your grades selected (5, 7 and/or 10). Then Click on "Next Page."

If you modify "Grades Served" on the right side of the screen, a new screen will appear, with a

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Board of Education		Student Health Data Physical Fitness		THEOT 15:05
RCDT: S	Name:			Authority:
School Summers		District Scoregory	User Perumentation	
SECTOR SMITTHEY		DEGELSCHIEV.		
Please read carefully before making a selection.				
P	hysical Fitness Assessments in the following four areas must be	conducted in the second semester of each school year using FitnessGra	m or, for students with disabilities, Brockport Physical	
Select from the list on the right applicable grades served by this school.				
and the				
More than one grade?				Grades Served: 7
PC Users: Press and hold the Ctrf key on your keyboard and use your mouse to dick on each appl	icable grade from the list.			10
Mac users:				
Press and hold the Command key on your keyboard and use your mouse to click on ea	ch applicable grade from the list.			
		Save Return to School Listing		
	Have questions or need help? Contact our	Call Center (217)558-3600 between 8:00am- 0430p CST, Monday - Frida Copyright © 2004-2017, Illinois State Board of Education	y or Click here to Contact Us	

Clicking on "Save" on this page will save the selected grades and return you to the same page to click student Page the Data: Physical Fitness Illinois State Board of Education

#### Data Entry Screen 2:

This screen will enable you to enter all of the data elements required for a grade selected.

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Roard of Education	Student Health Data	<u>^</u>				
Sourd of Education	Physical Fitness	THEOUT 15:05				
<ul> <li>And a finite production is provided by product the structure function of the structure production of the structure productin of the structure production of the structure production of t</li></ul>						
	Select Grade Level - Select - V					
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	Probability Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)					
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	Hercelar Strength					
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	< Back. Seve Resum to School Labrig					
	Have questions or need help <sup>2</sup> Constant our call al Center (12) 1208 3600 between 8 00am - 00400 CDT, Monday - Ricky or Glickhere to Constant Lis Construit & 20042013 Jimos Caller Bane Bonal of Alexandro					

- 1. Start by selecting grade you wish to enter at the top under "Select Grade Level."
- 2. Enter male and female counts for each of the four assessments. The totals will auto-calculate.
- 3. When you have finished entering/editing data, click on "Save" at the bottom left of the screen. Note that you must click on "Save" or you will lose your grade level data. A row that corresponds to the selected grade will appear under the "Grades Entered" data grid at the top of the page.
- 4. Repeat Steps 1-3 for each of the grades (5, 7, or 10) served / assessed by your school.

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Board of Education	Student Health Data	10100 10105
RCDTi :	Nome: 5 School	Authority:
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Elling J. Schled pand here!     Elling J. Schled pand here:     Elling J. Schled pand her	school ballby Blens son, and anoth improvement for each of the faur States areas for the extended grade trevel at Dia school. NOTE, All Endo must be completed, enter "9" if there is as data to report. The "Total" (blod column) will and colucides. The total a school band bary "bolow, enter data, than clich "fare", Cominge this woll data for all spectrate grade levels at TOS school are entered. Jour Listing" to asket sends school, then school with Bary Total and the TOS school are entered.	umber meeting healthy Filness zone (line 2) and needs
	Skiet Grade Lawi 	
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	Heubliky Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)	
Enter the following information: 1. Total Number of Students tested for Flexibility 2. Total Number of Students takining Healthy Fitness Zone 3. Total Number of Students Need Improvement	Mae Faraka Yopi Control Control Contro	
	Muscular Endurance Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)	
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	Back Save Return to School Laborg	

Student Health Data: Physical Fitness Illinois State Board of Education Other functions that can be performed from this screen:

- To edit information for a saved grade, click on the "View Grade" link that corresponds to the grade appearing under the "Grades Entered" grid. You may modify data and then save again. You may also delete data for a grade by clicking on the "Delete Grade" link.
- If an error occurred during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).
- If any of grades served by your school have no children in them, deselect the grade in the Data Entry Screen 1 (then click "Save.") and/or delete the grade in Step 3 (if added).

This is the view of the bottom half of this screen after entering all data for the selected grades:

	3 Viez Gradybiens Grad 7 Viez Gradybiens Grady	^					
<ul> <li>Step 1: Step 1 yeak text.</li> <li>Step 1: Step 2 yeak text.</li> <li>Step 1: Step 1 yeak text.</li> <li>Step 2: Step 1 yeak text.</li> </ul>							
	Select Grade Level [Select [Y]						
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Enter the following information: 1. Total Number of Students tested for Aerobic Capacity 2. Total Number of Students achieving Healthy Fitness Zone 3. Total Number of Students Need Improvement	Neie Fende Total						
	Hexbility Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brochport test (Any adapted test for Flexibility or Range of Motion)						
Enter the following information: 1. Total Number of Students tested for Flexibility 2. Total Number of Students achieving Healthy Fitness Zone 3. Total Number of Students Need Improvement	Neie Fernie Total						
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	<- Sack Save Return to School Limiting						
Data has been entered and saved for all the selected grades. Click on 'Yiew Summary' balow to view a summary of the data. Otherwise, click on the 'Approve Data' botton to submit.							
	View Summary Approx Data Disagnove Data						
	Have questions or read help? Contact can Call Center (217)559-5600 benuees BitClam - 4010p CST, Monday - Finday or Click here to Contact Us Copyright & 2004-2017, Illinois Seare Bardt of Education	~					

When you have finished entering data for all of the grades at this school as shown in the "Select Grade Level" list, the "Approve Data" button will appear at the bottom of the screen.

If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator** (as appropriate), click on "Approve Data."

A warning will appear on Data Entry Screen 3, as shown below:



If you are ready to submit the data, click on "OK" to submit the data to the **School/District Administrator** (as appropriate) for approval.

After clicking "OK," your screen will appear like this:

Illinois State Board of Education		Student Health	Data		Determine () Intervent () Here () Conser
RCDT:	Name:	Physical Fitness			Authority:
County:	S chool :	-			
School Summary		District Summary		User Documentation	
		Data has been submitted t	o :School Administrator		
Please read carefully before making a selection.					
	Physical Fitness Assessments in the following for	our areas must be conducted in the second semester of ear	ch school year using FitnessGram or, for students	with disabilities, Brockport Physical	
	Results must be reported by June 30th for grade	es 5, 7, and 10.			
	<ul> <li>Grades 4-12 - Aerobic Capacity - the Pacer 1</li> <li>Grades 3-12 - Flexibility - Back-Saver Sit an under disabilities 1</li> </ul>	test (recommended) or Mile Run Test (alternate) or Brockport 1d Reach test (recommended) or Trunk Lift test (alternate), or	test (any of the adapted tests for aerobic functionin Brokport test (any of the adapted tests for flexibili	ing for students with disabilities): Ity or range of motion for students	
	<ul> <li>Grades 3-12 - Muscular Endurance - the Cur</li> <li>Grades 3-12 - Muscular Strength – the Push</li> </ul>	rl-Up test or Brockport test (any of the adapted tests for stre h-Up test or Brockport test (any of the adapted tests for stre	ngth and endurance for students with disabilities); ngth and endurance for students with disabilities)		
	For assistance in entering this data, please refe	r to Physical Fitness System User Guide posted at Physica	Fitness System User Guide		
May are married to ensure data for all students (or dependent all should be released and	For additional information on physical timess as	sessment requirements, prease refer to the Q&A posted up	nder Quick Links at <u>Physical Fitness Assessment F</u>	Requirements	
Non-shand and second data for students who have along at the second seco	energia	nicy one demy conducts at your sensor or endiner sensor	h)		
to another the report data for scodents who have been placed at your school to rece	we educational services (ve., your school is not dre	si nome school and drey wood not ordinarily attend school t	nere).		
Based on the clarifications above, selectione of the following options:					
We have no student data to report.					
(This school is not the home school for any student.)					
		Next Page Return	n to School Listing		
	Have questions or need help? Cont	act our Call Center (217)558-3600 between 8:00am - 0430 Copyright © 2004-2017, Illinois State Board of Edu	Ip CST, Monday - Friday or Click here to Contact Us ication	• · · · · · · · · · · · · · · · · · · ·	
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Not Known					

When your screen says "Data has been submitted to School Administrator" or "Data has been submitted to RCDT Administrator" you'll know your data has been entered correctly and is now waiting for Administrator approval.

#### How to Approve or Return Data for Corrections (RCDT Administrators or School Administrators)

After the School Document Author has submitted data for School Administrator approval, the School Administrator must access Data Entry Screen 1:

Illinois Crate		1.000 M2.0		Dete Analyse   1888 HOME   HELF   LOSDUT
Board of Education	Student Health Physical Fitness	Data		Matton 15:05
OT:	Name: School:			Authority: Seaso Admen
School Summary	District Summary		User Documentation	
Debate Barreney. Rease read catefully before enting a solution. <u>Now are manifed in report data</u> for all students (as described show) for whom you <u>You should not report data</u> for students who have been placed at your school to re Based on the clarifications above, select one of the following options: # We have any school to be report. (This school is not the home school for any student.)	Detect Burnersy.  Physical Fibress Assessments in the following four areas must be conducted in the second sensets of each sc Physical Fibress Assessments in the following four areas must be conducted in the second sensets of each sc assessment are reported by June 306 for grades 3, 7, and 18.  Or disk 12.2 - Arobic Capacy - the Public test (accommodel) of TMB Am Test (Jeansa) of Bordport test on disk 21.2 - Arobic Capacy - the Public test (accommodel) of TMB Am Test (Jeansa) of Bordport test Or disk 21.2 - Arobic Capacy - the Public test of Brodport test (any of the schedule test for transph Or disk 21.2 - Mustalin Engineers - the Public test of Brodport test (any of the schedule tests for transph Or addebaal Manadamin Orbital Thereas estimates areamand sequences (any of the schedule tests for transph Ter addebaal Manadamin Orbital Thereas estimates areamand sequences (any of the schedule tests for transph addebaal Ambandamin Orbital Thereas estimates areamand sequences and the schedule test for a rodber colos.) ate educational services (ac, your scheduls is not bein home schedul and they would not ordinarly attend schedul there and educational services (ac, your scheduls is not their home schedul and they would not ordinarly attend schedul there	hool year using Fibers Gram or, for students with disabilities, Brockport Physical (any of the adopted tests for an object test (fr housing) or range of motion for students (and ordinarios for inductions with disabilities)) and andrivances for inductions with disabilities) (but is take at Thysical Fibers Assessment Requirements	Lose: Doournertation	
	Back Next			
	Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 0430	ip CST, Monday - Friday or Click have to Contact Us		
	Copyright @ 2004-2017, Binois State Board of Edu	ration	No. of Concession, name	

From this screen, the RCDT Administrator or School Administrator must click "Next Page".

	In the State Strate	^
Step 1: Select grade level.		
<ul> <li>Step 3: Crick that find 3) must equal the total number tested (Sine 3).</li> <li>Step 3: Crick "SAVE".</li> <li>Step 4: If you have another grade level to enter at THIS school."</li> </ul>		
<ul> <li>Step 5: Once you have entered data for all applicable grade levels</li> <li>Step 6: If you have no additional schools to report, log out,</li> <li>Step 7: If you have additional schools to report, click "Return to S</li> </ul>	at THIS should (with show in read at should), should we should at a for THIS should.	
	Select Große Level 🖉	
	Aerobic Capacity PACER test (Recommended) / Mile Run test (Alternate) / Brockport test (Any adapted test for Aerobic Functioning)	
Enter the following information : 1. Total Number of Students tested for Aerobic Capacity	Male Fernale Total	
2. Total Number of Students achieving Healthy Fitness Zone 3. Total Number of Students Need Improvement		
	Ficotelity	
	Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)	
Enter the following information : 1. Total Number of Students tested for Flexibility	Male Female Total	
2. Total Number of Students achieving Healthy Fitness Zone 3. Total Number of Students Need Improvement		
	Hascalar Endurance	
Patro also follos das laformations	Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)	
1. Total Number of Students tested for Muscular Endurance 2. Total Number of Students tested for Muscular Endurance		
Total Number of Students achieving reacting ritheas Zone     Total Number of Students Need Improvement		
	Mencials Strength Pisch-IIn test / RorxApplicated test for Strength and Endurance)	
Enter the following information:	Nale Famala Total	
1. Total Number of Students tested for Muscular Strength 2. Total Number of Students achieving Healthy Fitness Zone		
3. Total Number of Students Need Improvement		
	<a href="https://www.automatication.com">www.automatication.com</a> Return to School Listing	
	Data has been entered and saved for all the selected grades. Click on View Summary button below to view a summary of the data. Otherwise, click on the "Approve Data" button to submit.	
	Ven Summer: Approx 2ds Disapprox 2ds	
	Have quadrans as need help? Garlaut aur CAR Centre (217)583-3000 Indexem 8 8(dam - 64)5g CST, Handay - Folday ar CAR have to Central Un	
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Then scroll to the bottom and choose one of the following options:

- "Approve Data" to approve and submit the data.
- "Disapprove Data" to return the data for corrections.

Student Health Data: Physical Fitness Illinois State Board of Education Upon submitting the data, you will click "OK" to bypass the warning message:



Click on "Return to School listing" to return to the listing of school(s).

## How to Print School/District Summaries

To print a school physical fitness data summary, click on "School Summary" on the top menu bar.



To print a school district physical fitness data summary, click on "District Summary" on the top menu bar.

Note that printing a school or district summary is possible ONLY when the physical fitness data for all of the eligible schools have been submitted to ISBE.

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You will then be directed to the School Summary Report Sample Screen. To print, select the print icon on the upper left corner.

		Illino	is State Bo	ard of Edu	cation								
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		Aerobic capacity			Flexibility			Muscular Endurance			Muscular Strength		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	
Total Number of Students tested:	6	7	13	5	9	14	8	2	10	11	8	19	
Total Number of Students achieving Healthy Fitness Zone:	4	3	7	4	3	7	1	1	2	8	5	13	
Total Number of Students Need Improvement:	2	4	5	1	6	7	7	1	8	3	3	6	

# **Data Submission Hierarchy**

When a School Document Author submits data:

only the School Administrator, RCDT Document Author, and RCDT Administrator will be able to enter or edit data.

When a **School Administrator** submits data: only the **RCDT Administrator** will be able to enter or edit data.

When an. **RCDT Document Author** submits data: only the **RCDT Administrator** will be able to enter or edit data.

When an **RCDT Administrator** submits data:

none of the School Document Authors, School Administrators, RCDT Document Authors, or RCDT Administrators will be able to enter or edit data.

However, when any **School Administrator** or **RCDT Administrator** disapproves data and/or returns the data for correction, each of the four users (**School Document Author, School Administrator, RCDT Document Author,** and **RCDT Administrator**) will be able to enter or edit data.

If questions regarding accessing IWAS or Student Health Data: Physical Fitness System, please contact the ISBE Help Desk at (217) 558-3600.

If questions regarding physical fitness assessment requirements, please go to Q&A under QUICK LINKS at https://www.isbe.net/EnhancedPhysicalEducation