

WVDE Physical Education Collection

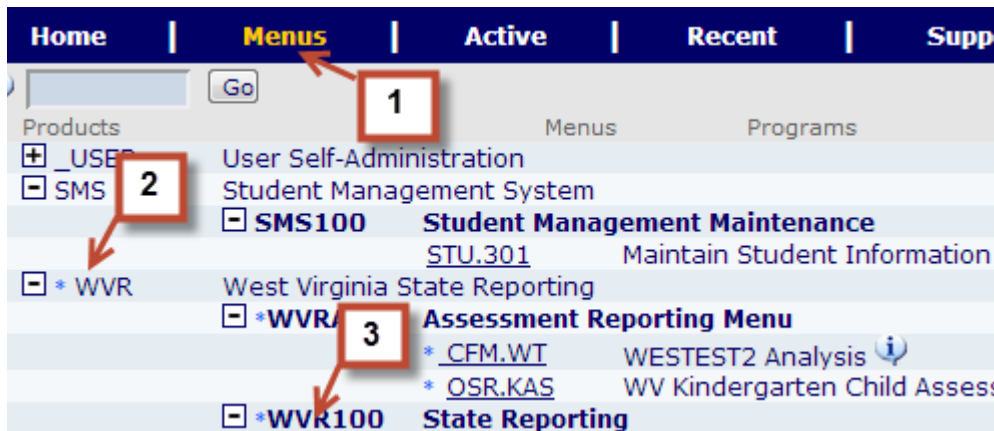
Beginning on Tuesday, October 1, through Thursday, October 10, the Physical Education Collection will be open for school principals to complete.

From October 11 through October 18, the Superintendent will be required to certify the physical education collection that was submitted by the Principal. The certification screen will not be available until October 11, 2013.

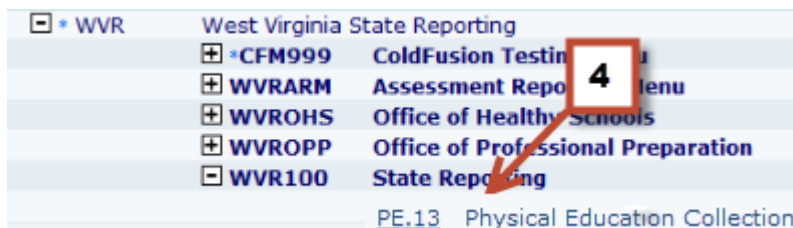
Completing the Physical Education Collection

To complete the Physical Education Collection, principals log into WVEIS on the Web (WOW). Then,

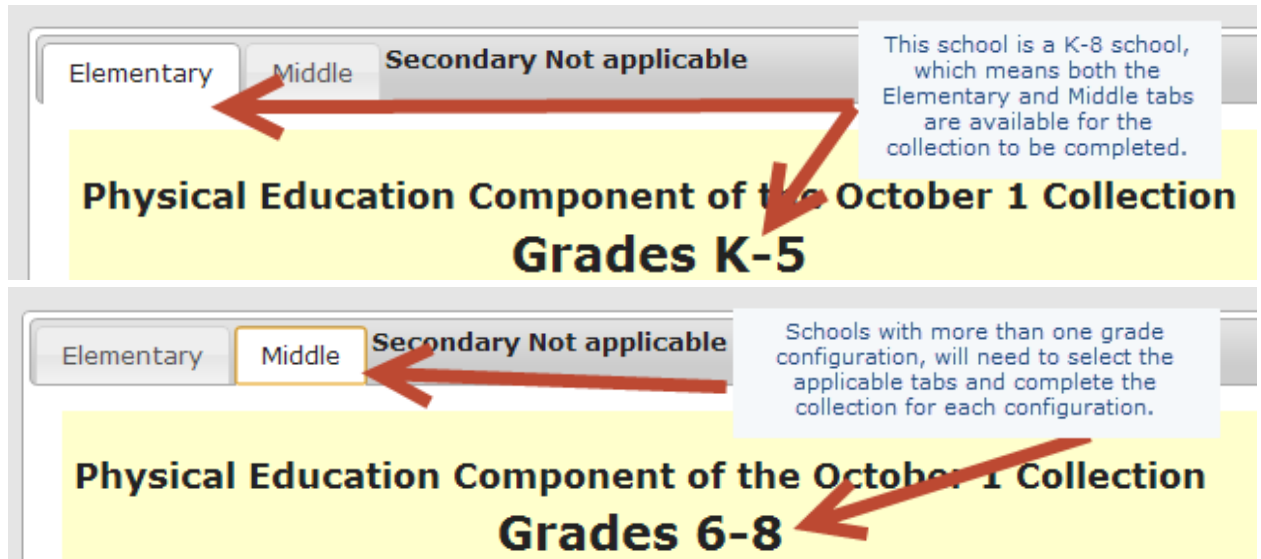
1. Select Menus
2. Find WVR West Virginia State Reporting
3. Find WVR100 State Reporting



4. Select **PE.13 Physical Education Collection**



5. Principals complete the questions contained in the collection for Sections I, II, and III. For schools that have multiple grade spans (i.e., a K-8 configured school), the principal will be required to complete the questions for the elementary grade span as well as the middle grade span as the questions differ. To do this, the principal, will need to select the tabs at the top of the page.



6. To submit the information, the Principal will check the box, and click on the submit button.

Section III: Statement of Assurance

By checking this box, I assure that I have reviewed the responses carefully, and I certify that the answers provided in the Physical Education component of the October 1 Collection are true and accurate as of the date of submission.

Submit

7. Beginning on October 11 and *after* the information has been submitted by the Principal, the Superintendent will login to WOW and follow the instructions from steps 1-4 above.
8. Beginning on October 11, the Superintendent will be able to review the Principal's submission, and click the Certify button. This certification must be completed by October 18, 2013 at 11:59 PM. Once the information has been certified, it will be locked in place for reporting purposes during the 2013-2014 school year. (The certification screen will not be available until October 11.)

For questions about the Physical Education Collection, please contact Clayton Burch in the Office of Early Learning at 304-558-9994 or via email at wburch@access.k12.wv.us.