**Ag Ed Enrollment**

- Update all info for returning students
- Remove students who are **not currently** taking courses
- Reactivate students that have been deactivated previously
- Add new students and their information
- Review and approve STUDENTS PENDING APPROVAL
- Check for any duplicate students

**FFA Roster**

- Using the FFA Roster link, review the names listed under the Pending Submission column - verify that they have not been previously submitted.
- Any missing info will be identified to the right of each student's name.
- Uncheck the box next to any student who does not need to be submitted to your roster.
- Once submitted, students will appear under the submitted members column.

**Declaration of Enrollment**

Once all of the students in your program have been submitted, read through and approve the three statements on the AG ED ENROLLMENT DECLARATION page. Completing this step will be the final step in submitting your rosters and enrollment for the term.

**Make sure your declaration is completed in order to receive your invoice**

**Invoicing for Affiliation**

- High school invoices will be available after enrollment is declared and can be found on the Account Balances page.
- Students submitted after fall invoices are generated will be included on the spring invoice.
- Middle school chapters will pay a flat fee of $900 and will receive invoices by Sept 1.

**Don't forget to add your courses for the year BEFORE you begin adding students to the roster!**

**Questions?** Call or email our office!