

# Enrollment & FFA Roster Instructions 2025-2026

## 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

Fall Enrollment & Payment due to  
State Office by  
**November 14th, 2025**

Spring Enrollment & Payment due  
to State Office by  
**April 1st, 2026**

## 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\*\***

## 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.

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

## 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 2nd.

## Questions?



Call or email  
our office!