

# Enrollment & FFA Poster Instructions



## 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 15,  
2022**

Spring Enrollment &  
Payment due to State  
Office by  
**March 30, 2023**

## 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 Poster

- 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 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 1**.

# Questions?

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