

**Purpose:** *This guide shares resources that you can use in AET to help quickly address SB12 in your program, which is to ensure that students have the appropriate permission to be involved in the FFA organization.*



## # 1: Use AET's Student Emergency Contact

Have your students complete this easy part of their profile, which allows them to acknowledge a simple form on their code of conduct and a few more items, review parent contact from their profile, and then choose their parent/guardian to get an email for them to view a similar code of conduct, but also SB12 language.

Parents can review, add emergency contact information for their students, and choose "approve"...all done! This message can also be translated into Spanish to assist parents in their review.

You can view the completed forms in your ACCOUNTS menu. You can download and share important student information with your local school administration as you travel with students, which can be helpful at your local school.



## # 2: Use for Chapter Approval with Local School with SB12 Language

This new process in AET allows a teacher to choose an administration contact listed in AET and send a custom message developed for Texas that shares SB12 language. This can assist teachers in documenting their local school administration's support of FFA and acknowledgement of SB12.

2025-2026 General Ag Program Approval
<p>Your FFA Chapter has officially requested the following membership option for the current school year. The listed current program statistics (students, classes, teachers, and program events) represent program values as this school year begins.</p> <p>This process is to gain school support for the listed program and activities to support students in agricultural education (3-Circle Model = Classroom, SAE, and FFA). FFA is an essential aspect of a complete agricultural education program.</p> <p>With your acceptance of the official request for membership, your local FFA Chapter will be provided all rights and privileges in the National FFA organization and the State Association of FFA.</p> <p>Video/Photo/Audio Consent: In exchange for our students being allowed to participate in the leadership events sponsored by the State Association FFA and or Career Technical Student Organization (CTSO), I understand that their image, voice, or written statements may be acquired through routine event photography/videography/facilitation, and may be published on a variety of platforms including but not limited to:</p> <ul style="list-style-type: none"> <li>Social media accounts</li> <li>Association.org website</li> <li>Association promotional materials</li> </ul> <p>If there are any restrictions to the release of these documents for a particular student or students, the local FFA chapter must notify the State FFA Center in writing prior to the event to ensure that all necessary steps are taken to adhere to such requests.</p>
<p style="text-align: center;"><b>Teacher Acknowledgement for <u>Agricultural Experience Tracker</u>: I have read and acknowledged the above information.</b></p> <p style="text-align: center;"> <input checked="" type="radio"/> Yes   <input type="radio"/> No         </p>



## # 3: How to Add a School Administrator to send your Approval to

You can add a school administrator in the "Maintain Important Program Contacts" section of the PROFILE tab. Once added, you can go back to the "School Admin Approval for your Program" in the PROFILE tab to send the request for their electronic signature.