

Student Name: _____

AET Student Check Sheet

Review your records online and identify areas that need updates.

In each row, mark: checkmark showing complete OR N/A – not applying to your records.

In Your AET PROFILE:

Manage/Edit your personal profile & Ag Education Classes

	Is your profile information complete for all areas and is 100% listed as complete? If not, update all areas
	Are ALL of your agricultural education courses listed for all years?

PROFILE / Manage My Resume:

	Are your listings of FFA degrees complete (Green hand, Chapter, etc....)?
	Are your important awards, competitions, certifications/skills and professional organizations listed?
	Choose "Objective Tab" and is your career objective listed?
	Choose "References Tab" and are THREE references listed with a name, address, phone and email?

PROFILE / FFA Committee membership:

	Do you at least have ONE FFA committee listed for each year?
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PROFILE / Experience Manager SAE Name, SAE Plans & Budgets:

Reference SAE Plan:

	Does the name of EACH SAE start at the correct year (Year Beg. Based on records) and describe the project?
	Does EACH SAE listed show a completed SAE plan (green check on pencil icon)?
	Select EACH SAE plan, are ALL tabs complete and match basic instructions?
	In EACH SAE plan, is the "Learning Outcomes" section complete and list at least 3 AFNR learning outcomes? (See SAE competencies link in the instructions section)
	In EACH Entrepreneurship and Research SAE, review your budget (red and green dollar symbol) and does it outline the project cost and revenue?

PROFILE / Experience Manager, Annual Review & Numbers of Entries

Reference annual review and SAE Records (# Journal and # Finance):


	Does EACH SAE listed show a completed annual review (clipboard with green check)? Summary & Efficiencies
	Does EACH SAE have adequate time entries that illustrate the time you have invested (# of journals)?
	Does EACH SAE have adequate financial entries (# finances); if they apply to your SAE?
	If your SAE is completed, is it marked as "Inactive" (grey colored row) and no SAEs warnings are listed?
	Is EACH SAE listed not named as a class or FFA competition? These should be student lead projects.

In Your AET JOURNAL:

Reference to review each of the following journals. Select "**All Years**" and "**Activity**" to review:
 ~Can sort journals to 1 year at a time within an SAE: Choose year in dropdown with SAE


	Choose Experience Related Activities – Does EACH SAE have skill, reflection and hours listed?
	Choose Other FFA Related Activities – Have you recorded all of your involvement in conventions, meetings, stock shows or other for all years? Review all types, each year and add new journals as needed.
	Choose FFA Competition Activity – Have you recorded all of your FFA competitions for all related years and are they listed at the correct level (above the chapter level)? Choose 1 year at a time to review
	Choose Community Service Activities – Have you recorded community service activities and correct hours with a detailed description? Also, does the group served NOT INCLUDE FFA as the group?

In Your AET FINANCES:

Reference  to review each of the following Financial Areas. Select **"SAE"** and **"All Years"** to review:
 ~Can sort financials to 1 year at a time within an SAE: Choose year in dropdown with SAE

	For EACH ANIMAL Entrepreneurship SAE listed, does the project show livestock purchased and feed?
	For EACH Entrepreneurship SAE, are there appropriate expenses (supplies, vet, repairs, seed, etc....)?
	For EACH Paid Placement SAE, are their appropriate paychecks and related hours?
	For EACH SAE, are labor exchange or rent correctly listed for EACH SAE needed?
	For EACH SAE, is income (sales, awards/premium, or other) listed?

FINANCES / Beginning Values (If not relevant, choose N/A):

Reference  to review beginning values sections:

	Is your start date of ag education, correct?
	Choose "Current Projects" – Did you list any items or expenses prior to your first day in ag education?
	Choose "Non-Current" – Did you list any long-term items prior to your first day of ag education as part of your SAE (Breeding Animals, Tractors, Equipment, etc.)?
	Choose "Liabilities" – Did you have any loans that were SAE related before starting ag education?
	Choose "Cash on Hand" – Did you list the value from your accounts (checking or savings) on hand and planned to be used in your SAE before starting ag education?

FINANCES/Non-Current Items (If not relevant, choose N/A):

Reference  to review long-term items used in SAEs:

	Are all non-current items listed still used in production? Is the purchase date correct for each item?
	Are the values of EACH item at Dec 31 of the final year appropriate? (If not choose edit and update salvage value)
	Choose "Usage" for each item - Is "usage" ASSIGNED for <u>each item</u> and do all year's TOTAL to 100%?
	Choose "Sold Items" – Are all sales listed correctly and is "usage" listed for each item complete?



FINANCES/Non-SAE Entries (If not relevant, choose N/A):

Reference  to review non-SAE or other financial entries:

	Have you entered any gifts or other non-ag income used to support your SAEs?
	Have you entered any scramble certifications as "non-SAE income"?
	Have you entered college tuition or other related educational expenses?

FINANCES/Livestock Managers

Reference  or  to review important records:

	Choose "Market Manager" are all market livestock sold or remaining animals for all SAEs correct? ANY unsold animals should be reported with value in Closing Current Inventory 
	Choose "Market Manager" are all sale dates and value correct for all SAEs?
	Choose "Breeding Manager" are all breeding animals associated to the correct breeding SAE project?
	Choose "Breeding Manager" and "Manage Offspring", are all offspring sold and those remaining, correct? Any offspring remaining should be reported with value in Closing Current Inventory 

In Your AET PORTFOLIO:

	Have you uploaded SAE photos that show your involvement and skills in each SAE?
	Does each photo include a caption that uses words to describe your actions and skills shown in the photo?

- ~ Once you have completed all sections on this sheet, provide this to your teacher.
- ~ View your "Complete Record Book Report" for all records (Choose REPORTS & Complete Record Book)
- ~ Share your report by email or print for your teacher to review.