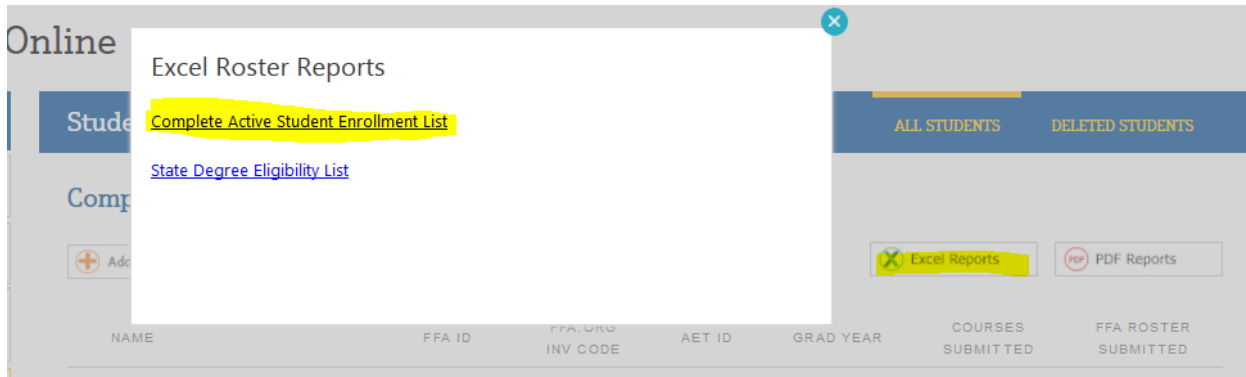


Roster Check List

Read this before submitting your roster to the state level - this check list is meant to help expedite the processing of your chapter's roster.

- There are helpful tutorials for getting started on the [Roster Help](#) page of CalAgEd.org.
- Once you are ready to submit your roster to the state level, take a moment to check for errors.
- Visit your Student Roster page, click on the Excel Reports link, and then Complete Active Student Enrollment List. This will bring up an Excel document that you may easily see all of your student information at one time.



- From here you can check for any errors. **IMPORTANT NOTE:** while you can find errors easily in the Excel file, **all corrections must be done on the actual CalAgEd.org roster!** Any changes made in the Excel file will not carry over to the website.
- Once you're in the Excel file, please focus on a few items:
 - o **Grad year** – Each year there is a span of possible graduation years, be sure the years listed are accurate. Also, anyone with a graduation year in the past should have an established FFA number already, if they don't a new record was probably created rather than their previous record being imported.
 - o **Valid addresses** – If an address is not valid, National FFA's system will reject the entire roster when submitted. Check for valid street addresses, cities, state, and zip code. There is a column for each of those items and that is the only information it should contain – the entire address should not be listed in the one address box.
 - o **Returning students with no FFA number** – All returning students should have an established FFA number already, if they don't a new record was probably created rather than their previous record being imported.
 - o **Duplicates** – Possible duplicates were brought up during roster set up, but please check one more time. Some duplicates aren't obvious – for example, a student's name entered correctly once and their last and first names switched in a second entry.
 - o **Degree applicants** – If you know a student is applying for their State or American Degree, look at the Years In Ag column – do they have enough years to qualify? If not, they may need a back membership. Contact Jennifer Stockton at jstockton@californiaffa.org if that is the case.