

# MEMORANDUM

**Date:** April 26, 2019

**To:** Agriculture Teachers

**From:** William L. Deimler, State Specialist Agricultural Education

**Subject:** Summer Agriculture Program Application Process

Attached to this email are the Summer Ag Program Application for 2019 and the Summer Ag Program Application Instructions. The process has not changed from last year.

The application is due on **MAY 17<sup>th</sup>**.

If you have any questions, please call or email.

## Steps:

1. Summer agriculture program records will be kept on AET (Agricultural Experience Tracker). AET is located at <http://theaet.com/>.
2. The Student List:
  - a. **Assurance #1:** In AET, create a new class called "2019 Summer Agriculture Program". Enroll the students assigned to you into that class. You must enroll 35 students. The course should be created, and students enrolled before the application is signed.
3. The Calendar of Activities:
  - a. **Assurance #3:** Your calendar of activities for the summer will be kept on AET. All teachers and interns working together in the same school should use the same calendar. The calendar should be completed before your application is signed.
4. Summer Ag Program Application:
  - a. Complete all Teacher and District/School Information. Sign the Summer Agriculture Program Application; secure signatures from your Principal and CTE Director; email the application to the Utah State Board of Education to [william.deimler@schools.utah.gov](mailto:william.deimler@schools.utah.gov).
  - b. If your attempt to electronically sign this document is not successful:
    - i. Print the document and secure the signatures.
    - ii. Scan the document and return it by email to [william.deimler@schools.utah.gov](mailto:william.deimler@schools.utah.gov). Do Not Fax.

## Instructions to the Agriculture Teacher:

1. Read the instructions before you start.
2. This is an Adobe document/form. You must open this document in Adobe.
3. Complete the personal information at the top of the form.
4. Review the assurances making sure you can meet these requirements.

5. At the end of the document when you select the "Teacher Signature" your computer will provide an electronic signature indicating that you have signed the document.
6. After signing the document, follow these steps:
  - a. Save your signed copy and close the document.
  - b. Open an email, address it to your principal and attach your saved and signed document.
  - c. Include any instructions to your principal in the body of the email.
  - d. Send the email to the Principal.

**Instructions to the Principal:**

1. This is an Adobe document/form. You must open this document in Adobe.
2. Review the assurances on this application making sure your Agriculture Teacher can meet these requirements.
3. At the end of the document when you select the "Principal Signature" your computer will provide an electronic signature indicating that you have signed the document.
4. After signing the document, follow these steps:
  - a. Save your signed copy and close the document.
  - b. Open an email, address it to your District CTE Director and attach your saved and signed document.
  - c. Include any instructions to the CTE Director in the body of the email.
  - d. Send the email to the District CTE Director.

**Instructions to the CTE Director:**

1. Review the assurances making sure your Agriculture Teacher can meet these requirements.
2. At the end of the document when you select the "CTE Director Signature" your computer will provide an electronic signature indicating that you have signed the document.
3. After signing the document, follow these steps:
  - a. Save your signed copy and close the document.
  - b. Open an email, address it to [william.deimler@schools.utah.gov](mailto:william.deimler@schools.utah.gov) and attach your saved and signed document.
  - c. Send the email

**If your attempt to electronically sign this document is not successful:**

1. Print the document and secure the signatures.
2. Scan the document and return it by email to [william.deimler@schools.utah.gov](mailto:william.deimler@schools.utah.gov).