**To Whom It May Concern,**

I am writing to request funding for the purchase of **The Academic Experience Tracker (AET)**, an online record-keeping system widely used nationwide to support agricultural and all CTE education programs. AET is an essential tool for managing student Work-Based Learning (WBL), which includes Supervised Agricultural Experiences (SAEs), experiential learning records, classroom projects, and overall program documentation.

The benefits of AET are numerous and directly impact student success:

1. **Student Recordkeeping and Career Readiness** – AET teaches students to track hours, finances, and skills in a professional system, building critical workforce and financial literacy skills.
2. **FFA/CTSO Management** – The platform streamlines FFA award applications, degree tracking, and officer planning, helping our students remain competitive at the district, area, state, and national levels.
3. **Program Accountability** – AET provides accurate reports on program participation, student progress, and SAE outcomes that can be shared with administrators, parents, and community stakeholders.
4. **College and Scholarship Preparation** – Students can utilize their AET records to create professional-quality resumes and scholarship applications, thereby strengthening their postsecondary and career opportunities.
5. **State and National Alignment** – AET is recognized as the standard in agricultural education, aligning with State FFA Associations, National FFA, and Perkins accountability reporting.
6. The Academic Experience Tracker (AET) directly supports **Perkins V funding Allowable Use of Funds, serving six essential areas:**

**Curriculum** – AET functions as a digital recordkeeping curriculum resource, aligning with Perkins V by providing materials that strengthen agricultural education programs of study through authentic, industry-relevant tracking tools.

**Professional Development** – AET offers teachers training and support on recordkeeping practices, equipping them with industry-specific knowledge and strategies that align with Perkins V’s focus on high-quality professional development.

**Career Exploration** – AET supports Perkins V by allowing students to explore agricultural careers through supervised experiences and to reflect on their interests, skills, and goals in a structured, reportable format.

**Work-Based Learning** – Perkins V emphasizes the expansion of work-based learning; AET provides a platform for students to log, monitor, and evaluate their SAEs, internships, and other career-connected learning experiences.

**Certification and Assessment** – AET aligns with Perkins V by generating detailed student reports that support certifications, award applications, and performance-based assessments critical to CTE accountability.

**Extended Learning** – AET tracks students’ involvement in FFA, leadership development, and afterschool projects, aligning with Perkins V by documenting extended learning opportunities and their measurable outcomes.

More information can be found: [**https://cte.ed.gov/legislation/perkins-v**](https://cte.ed.gov/legislation/perkins-v)

The cost of an annual subscription is a small investment compared to the value it provides our students in leadership, career readiness, and program credibility. By funding AET, our district will ensure that students gain access to the same professional tools used statewide, while also supporting compliance with program reporting requirements.

I respectfully request your approval and support for funding this program. Thank you for your time and commitment to strengthening our agricultural education program and the opportunities we provide for our students.

Sincerely,  
[Name]  
Agricultural Science Teacher / FFA Advisor  
[School Name]