Steps for Submitting Questions or Appeals

Follow the steps below if you believe there are discrepancies in your accountability report not caused by late data submissions or inaccurately reported data by your school or district, and you wish to submit a formal written appeal of data discrepancy. Appeals resulting from late data submissions by the school or district will be denied by NDDPI.

1. Assign a district representative to coordinate all data matters among the schools in your district. The NDDPI requests that one authorized administrator within the district coordinate any questions and possible appeals. This coordination will eliminate inefficiencies and facilitate communications.

2. Send an email request for assistance to NDDPI (dpiaccountability@nd.gov) with the subject line, "Requesting Assistance with Accountability Index". Confirm your status as the designated district representative, specify your questions or need for assistance, and provide your phone number and email address. The NDDPI will answer all requests for assistance in the order received.

3. If the email received is a question, it will be forwarded to the appropriate individual to respond.

4. If the email received is an appeal of data, the contact person will be emailed a spreadsheet to complete and submit through the Secure File Transfer Process. To submit files through a Secure File Transfer Process:

   a. Step 1: Enter **Login ID and Password.**

North Dakota nd.gov Official Portal for North Dakota State Government

State of North Dakota
Secure File Transfer System (SFTS)

Login

Login
You are entering the Online File Transfer System.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your Login ID and password

Login ID: [_____]
Password: [_____]

[Login]

North Dakota nd.gov Official Portal for North Dakota State Government

State of North Dakota
Secure File Transfer System (SFTS)

Search Transfers

File List
Outstanding Invitations

Name	Email Address	Date/Time Sent	Invitation Expiration	Action

Invite User to Send A File | Search Invitations

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action

Add File To Send

Directions to download a file.

b. Step 2 **Add File to Send**

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North Dakota State Government

State of North Dakota
Secure File Transfer System (SFTS)

File List   Search Transfers

Add File

Enter a File Description and Browse to find the file to transfer. Click the Submit button below to transfer the file.
The file to be transferred may not exceed 2000 MB.

*File Description:

*File Location: Choose File No file chosen

Cancel Submit

*Required

c. Step 3: **Choose File** such as your Excel Spreadsheet to Shauna Greff.

North Dakota   nd.gov Official Portal for
North Dakota State Government

State of North Dakota
Secure File Transfer System (SFTS)

File List Search Transfers

Invite User to Send A File

*First Name:
*Last Name:
*Email:
*Confirm Email:
Invitation Text: from the has invited you to send a file. You can send your file using the following link:
Additional Email Comments:

Notify Me Via Email
When User Sends a File: ○ Yes ○ No
Notify Group Email:
Confirm Notify Group Email:
*Invitation will Expire In: 3 Days ▼

Cancel Carbon Copy Save

*Required

5. Appeals **must** specifically indicate the data discrepancy **and** provide appropriate evidence.

Questions and appeals must be submitted by 5:00 pm on **Wednesday, September 18, 2019**.