

Steps for Submitting a School / District Data Appeal

Follow the steps below if you believe there are discrepancies in your data:

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. This coordination will eliminate inefficiencies and facilitate communications.
2. Send an email request to NDDPI (dpiaccountability@nd.gov) with the subject line, "Review of School/District Data". Confirm your status as the designated district representative, specify your data appeal, and provide your phone number and email address. The NDDPI will answer all requests for assistance in the order received. Screenshots and specific concerns should be included to assist staff in understanding the issue.
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, and sensitive information needs to be submitted, NDDPI will send an invitation to submit data through the Secure File Transfer Process. To submit files through a Secure File Transfer Process:
 - a. Step 1: Once you've received an invitation, click on the invite through your email, and click on "Add File to Send".

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

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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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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:**

***Required**

c. Step 3: **Choose File**

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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:**

***Required**

5. Appeals should specifically indicate data discrepancies and provide appropriate evidence.