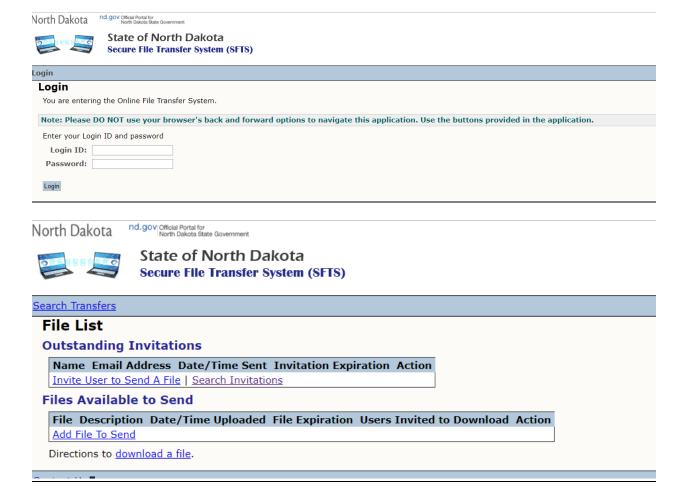
## **Steps for Submitting School / District Data Questions**

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

- 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.
- Send an email request for assistance to NDDPI (<u>dpiaccountability@nd.gov</u>) with the subject line, "Review of School/District Data". 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.



## b. Step 2: Add File to Send

North Dakota	nd.gov  Official Portal for   North Dakota State Government	
989	State of North Dakota Secure File Transfer System (SFTS)	
File List Search Transfers		
Add File		
Enter a File Des	cription and Browse to find the file to transfer. Click the Submit button below to transfer the file.	
The file to be t	ransferred may not exceed 2000 MB.	
*File Descript	ion:	
*File Locat	ion: Choose File No file chosen	
Cancel Submit		
*Required		

c. Step 3: Choose File

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

	orth Dakota ransfer 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. Comments/Questions <u>must</u> specifically indicate the data discrepancy <u>and</u> provide appropriate evidence.

Questions and comments must be submitted by 5:00 p.m. on <u>Tuesday, September 5, 2023</u>.