

**New York State Education Department  
STAC, Special Aids, & Medicaid Unit**

**Request Form for Access to the STAC FTP Site**

This form is used to request a valid FTP user ID & password. A valid ID will permit access to files placed on the STAC FTP site. Please provide the information requested below.

AGENCY NAME: \_\_\_\_\_

12-DIGIT (BEDS) CODE: \_\_\_\_\_

AGENCY TYPE: \_\_\_\_\_ County \_\_\_\_\_ District \_\_\_\_\_ RIC

Name of Applicant: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the Superintendent, Director, or Municipality Representative (please print)

Name: \_\_\_\_\_

Signature of Same: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**All FTP User Codes, FTP passwords and ZIP File passwords will be sent to the Superintendent, Director, or Municipality Representative indicated in the signature section of this application. \* Please note there will only be one ZIP File password per District, and County.**

*Access to files placed on the STAC FTP site will comply with the requirements of the Federal Family Educational Rights and Privacy Act (20USC§1232-g) and 8NYCRR §200.2(b)(6).*

Return to:  
New York State Education Department  
STAC, Special Aids and Medicaid Unit  
89 Washington Avenue – RM 514 West EB  
Albany, NY 12234  
Attention: Diana Kaplan