Authorization Form for Access to the SED File Transfer Manager (FTM)

The *SED File Transfer Manager (FTM)* is a web-based system that makes uploading and downloading files easier for both users and administrators. In order to receive important correspondence, all school districts and counties must have at least one active user registered with the *SED FTM*. School districts and counties must utilize the *SED FTM* in order to submit bulk special education reimbursement data to the NYSED STAC Unit.

AGENCY INFORMATION		
Agency Name:	Agency SED (BEDS) Code: – – – – – – – – – – – –	Agency Type: ☐ County ☐ School District ☐ BOCES or RIC

APPLICANT INFORMATION		AUTHORIZING OFFICIAL INFORMATION	
Applicant Name:		Authorizing Official's Name:	Type of Official: ☐ Superintendent ☐ Municipality Representative ☐ Director
Email Address:		Email Address:	
Telephone Number: ( ) -	Fax Number: ( ) -	Telephone Number: ( ) -	Fax Number: ( ) -
Address		Address	
This user is being: ☐ Added ☐ Deleted			
_____ ___/___/___ Applicant's Signature Date		_____ ___/___/___ Authorizing Official's Signature Date	

Once the STAC Unit has received the completed and signed form, an email invitation will be sent to the email address listed in the Applicant Information section above. The email invitation will contain a personalized link to register in the *SED File Transfer Manager*. A copy of the "*SED File Transfer Manager (FTM)* Web User Guide" is available on the STAC Unit website:

https://www.oms.nysed.gov/stac/electronic_data_transfer_options/online_instructions/guide_SEDFTM.pdf

It is the Authorizing Official's responsibility to monitor and ensure that only appropriate users have access to confidential student information on the STAC FTP site. Please utilize this form to remove access as necessary.

Access to files uploaded to the SED FTM 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 by email to **OMSSTAC@nysed.gov** or by mail to:
New York State Education Department
STAC and Medicaid Unit
89 Washington Avenue - Room EB 25
Albany, NY 12234
Attention: Andrew Kitzrow