

# Checklist for Sharing Files via FTP

## Please provide the following to Information Management:

### -As soon as aware that files need to be dropped:

- The number and types of files which will be placed on FTP (e.g. 5 PDFs for each LEA with approx. file size 92KB -or- 2 Excel files for each charter organization with approx. file size 530KB)
- If any of the files are to be shared with non-public schools so that those files can be dropped in coordination with that office
- How your office will get the data to the Information Management office (e.g. via network folder, Google drive, flash drive, etc.)

### -At least 2 weeks prior to providing files:

- Provide information below (fill in blanks) to be shared with data coordinators and program specific people via school system newsletter

*“Purpose/type of data” file, “LEACode LEA SY DescriptiveName” , will be available on the Data Management FTP site (with usernames ending in @datamgmt) from “day, month, date data will be dropped” until “day, month, date 30-days after the drop date”. Please supply this data to “staff handling data”.*

## Please prepare files by following this naming convention:

Please be aware that files will be dropped by LEA for city/parish entities but by site for charters.

LEACode\_LEA\_SY\_DescriptiveName

LEA Example: 001\_Acadia\_2013\_PrincipalReportCard

Charter Site Example: 395004\_McDonogh32\_2013\_PrincipalReportCard