



(Attachment C)

## DOE FILE TRANSFER PROTOCOL (FTP) FORM

As Director/Manager/Supervisor, I request an FTP (File Transfer Protocol) Account for my office/division. All material delivered to the Department of Education by me via FTP will be reviewed for accuracy and content, and will adhere to all of the guidelines set forth in the DOE'S INTERNET ACCEPTABLE USE POLICY and the DOE Web Procedures and Guidelines. I accept full responsibility for the information contained therein. I may also grant permission to another individual named below for the use of my FTP account; however, I will accept responsibility for the accuracy and content of any material transferred by that individual.

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Office or Division

\_\_\_\_\_  
Name of Director/Manager/Supervisor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Name of Individual(s) Given Permission to Use FTP Account (if applicable)

\_\_\_\_\_  
Email Address(es) of Individual(s) Given Permission to Use FTP Account (if applicable)

\_\_\_\_\_  
Phone Number of Individual(s) Given Permission to Use FTP Account (if applicable)

\_\_\_\_\_  
Approving Signature of Director or Manager

\_\_\_\_\_  
Site URL (Example: <http://www.nycenet.edu/daa/>)

\_\_\_\_\_  
Date Signed

**MHSS Schools must return this form to:** The Department of Education of the City of New York  
Office of The Superintendent of Manhattan High Schools

Attn: Henrietta Coursey  
122 Amsterdam Ave  
New York, NY 10023  
(212) 501-1193 (Phone)  
(917) 441-3691 (Fax)