**Using the ODE Secure File Transfer Protocol System** 

*Important directions are provided below to assist non-ODE education personnel to securely send confidential or sensitive information to other non-ODE education personnel using the ODE Secure File Transfer Protocol (SFTP) System.*

**Introduction**

An important responsibility of Oregon’s Regional CTE Coordinators in supporting state-approved career and technical education is to disseminate pertinent information to districts in their regions. In particular, the Regional CTE Coordinators are asked to promptly and securely distribute ODE-provided data and reports concerning CTE programs and CTE students to their districts. These data are often sensitive, confidential, and/or contain personally identifiable information (PII). There are strict federal (FERPA), state, and local laws, as well as ODE and local regulations regarding handling confidential information. It is the responsibility of every person with access to student information to know and to follow the applicable laws and regulations.

Most ESDs, community colleges, and school districts have their own technology to distribute confidential information, such as a Secure File Transfer Protocol (SFTP) system. If your organization does not yet have its own SFTP system, various commercial products are available. An interim method for Regional CTE Coordinators to distribute sensitive data to their districts is to use the [ODE SFTP system](https://district.ode.state.or.us/apps/xfers/).

**Directions**

First, visit and become acquainted with the [ODE SFTP system](https://district.ode.state.or.us/apps/xfers/) page. Read and follow all of the directions.

This system is designed for ODE staff to send items to local staff or local staff to send items ODE staff. For non-ODE people to send items to other non-ODE people, an ODE e-mail address must appear as a sender or as a recipient. For this purpose, we created a special e-mail account: ODE.[SecureReports@ode.state.or.us](mailto:SecureReports@ode.state.or.us). When using the ODE SFTP system, input this address in the box titled, “ODE Recipients.”

The ODE.[SecureReports@ode.state.or.us](mailto:SecureReports@ode.state.or.us) e-mail account exists only to enable non-ODE personnel to use the ODE SFTP system. Do not use this e-mail address to communicate. Messages sent to this address will not be opened or read. The inbox will be periodically emptied and all messages received will be deleted.

**Resources**

CTE Data Collection & Reports (secondary)

<http://www.ode.state.or.us/search/page/?id=1623>

Information Security and Privacy

<http://www.ode.state.or.us/search/page/?id=3554>

Regional CTE Coordinator “Acknowledgement of Confidentiality Requirements” form

<http://www.ode.state.or.us/wma/teachlearn/cte/cte-rc-confidentiality-form-09-13-12.pdf>

ODE Secure File Transfer Protocol (SFTP) System

<https://district.ode.state.or.us/apps/xfers/>

We hope this makes it easier for you to promptly and securely distribute important information in support of our shared goal of improving achievement for all students.

**Contact**

Dr. Brent R. Jacobsen

Oregon Department of Education, Office of Learning

[brent.jacobsen@state.or.us](mailto:brent.jacobsen@state.or.us)

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