

LeapFile Instructions

To send a secure file to the Michigan Department of Education (MDE), Office of Special Education (OSE) using our LeapFILE secure file exchange website link, follow these steps:

- Go to the MDE's LeapFILE webpage at <http://michigan.leapfile.net>
- Click **"Secure Upload"** and you will be taken to another window where you will type in the recipient's e-mail address (for example, SauntoH@michigan.gov), and then click on **"Start."**
- As the sender of the file, you should then type in the message details, such as your contact information, subject of message, and brief description/message.
 - Click on the button labeled **"Select files to send (regular upload)"** at the bottom of the screen. This will upload the files to your recipient at MDE.
- For assistance, contact Julie Markham at MDE-OSE: MarkhamJ@michigan.gov, or 517-373-2979.

