Acuity™
District Information

User Guide

EDMS Customer Care

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District Management

District Information

The District Information section of the District Management menu allows Administrators to input relevant District ID information, administrator information that populates on some Special Education and 504 forms, as well as contact information for key district personnel.

District Information Tab

In the District Information tab of the District Information window, there are three sections:
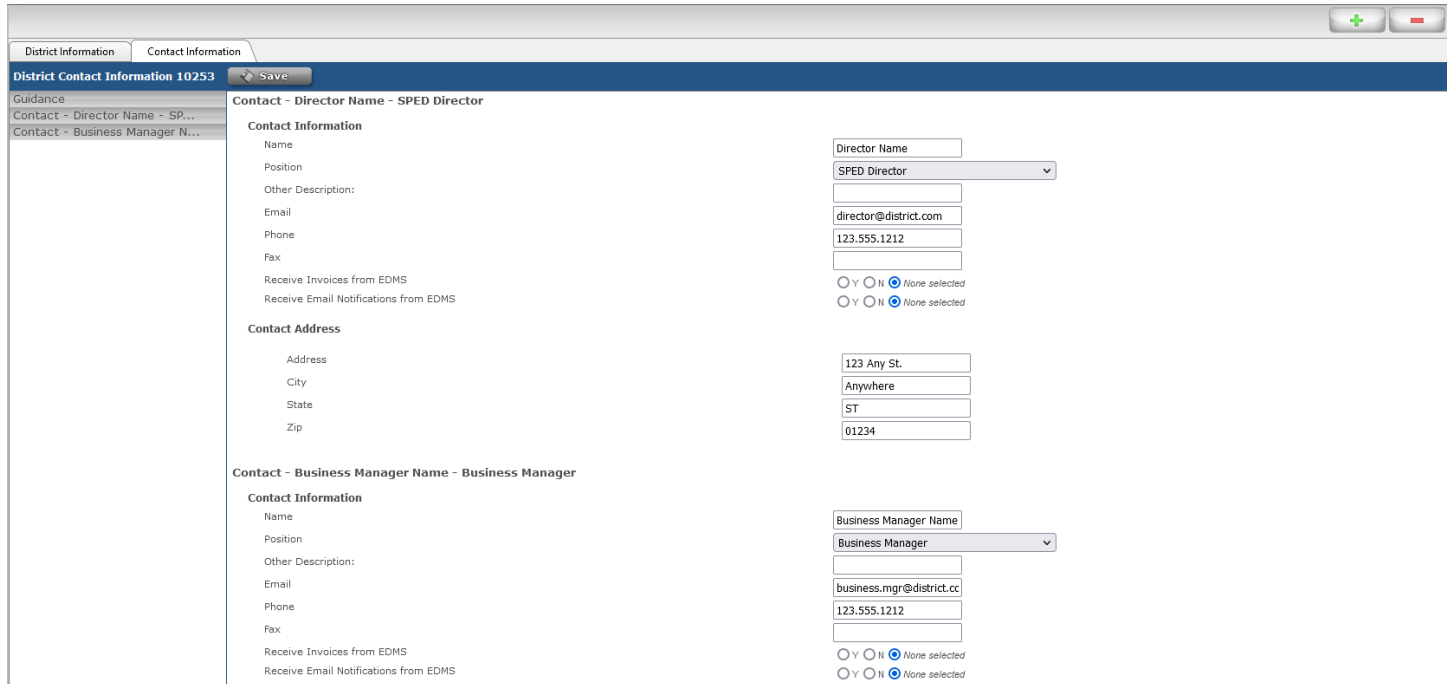
- District Identification – District ID numbers relevant to Medicaid billing
- IEP Form Settings – information for the district contact who should display on some Special Education forms in Acuity IEPs™ (if applicable)
- 504 Form Settings – information for the district contact who should display on some 504 forms in Acuity™ 504 (if applicable)

Contact Information Tab

The Contact Information tab is the place to keep EDMS informed of new or updated information for key district personnel.

- New contacts may be added by using the icon
- Existing contacts may be updated directly in the Contact Information tab
- Existing contacts may be deleted using the icon
- EDMS will be automatically notified of additions or updates so there is no need to contact us about changes