



Acuity™

District Information

User Guide

EDMS Customer Care

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eddatasolutions.com

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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:

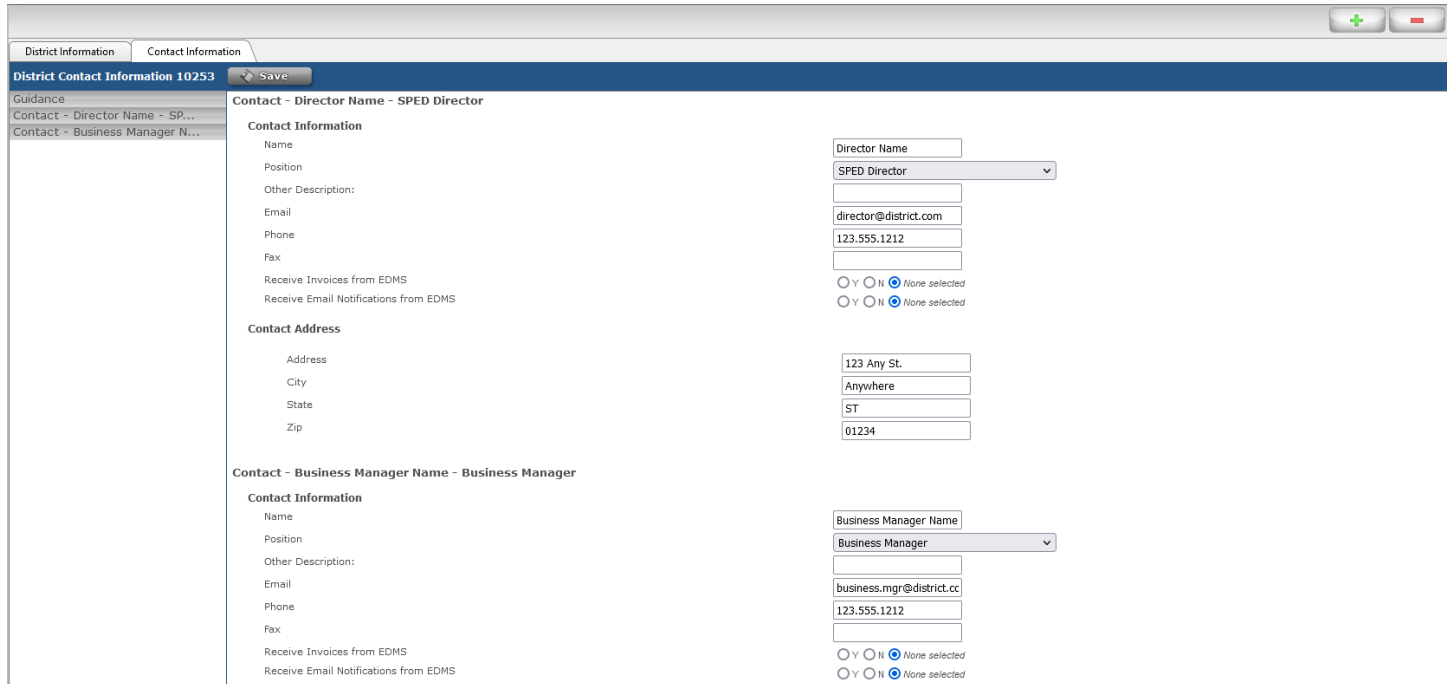
- District Identification – District ID numbers relevant to Medicaid billing
- IEP Form Settings – information for the district contact who should display on some Special Education forms in Acuity IEPs™ (if applicable)
- 504 Form Settings – information for the district contact who should display on some 504 forms in Acuity™ 504 (if applicable)

Field	Value
District Identification	
State ID Number	123456
NPI	123456789
Tax ID Number	12345-12
IEP/Session Form Settings	
District Full Address	995 American Way Blvd.,
Administrator Name	Admin Name
Administrator Title	Director of Student Servi
Administrator Address	124 American Way Blvd.,
Administrator Phone	123-555-1212
504 Form Settings	
Administrator Name	504 Admin name
Administrator Title	504 Admin title
Administrator Phone	123-555-1212

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



District Information | Contact Information

District Contact Information 10253 Save

Guidance

Contact - Director Name - SPED Director

Contact - Business Manager Name - Business Manager

Contact - Director Name - SPED Director

Contact Information

Name: Director Name

Position: SPED Director

Other Description:

Email: director@district.com

Phone: 123.555.1212

Fax:

Receive Invoices from EDMS: Y N None selected

Receive Email Notifications from EDMS: Y N None selected

Contact Address

Address: 123 Any St.

City: Anywhere

State: ST

Zip: 01234

Contact - Business Manager Name - Business Manager

Contact Information

Name: Business Manager Name

Position: Business Manager

Other Description:

Email: business.mgr@district.cc

Phone: 123.555.1212

Fax:

Receive Invoices from EDMS: Y N None selected

Receive Email Notifications from EDMS: Y N None selected