



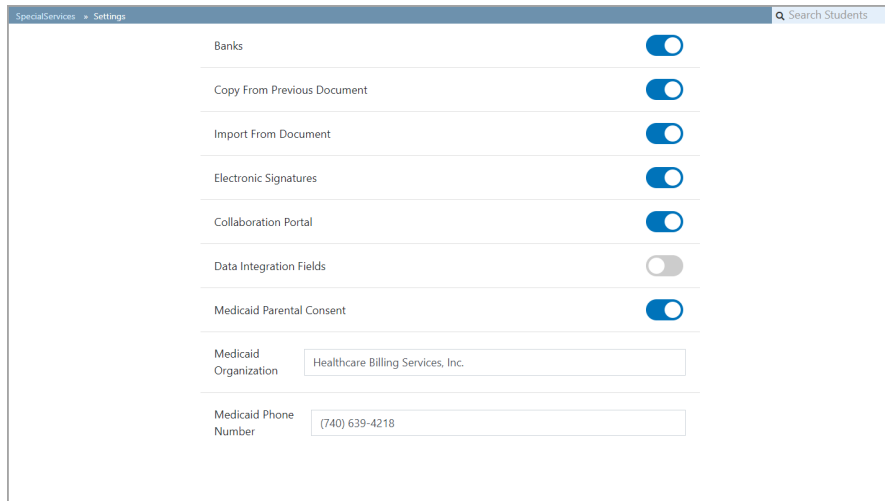


*You can access the **DISTRICT CONFIGURATION** screen only if you have been assigned the appropriate security privileges in Student Information. For more information, see the **Resource Permissions Overview instructional sheet**.*

Navigation: Settings > District Configuration

On the **District Configuration** screen, enable () or disable () the following settings for your district:

Note: All district configuration settings except the **Data Integration Fields** setting are enabled by default.



Banks	<input checked="" type="checkbox"/>
Copy From Previous Document	<input checked="" type="checkbox"/>
Import From Document	<input checked="" type="checkbox"/>
Electronic Signatures	<input checked="" type="checkbox"/>
Collaboration Portal	<input checked="" type="checkbox"/>
Data Integration Fields	<input type="checkbox"/>
Medicaid Parental Consent	<input checked="" type="checkbox"/>
Medicaid Organization	<input type="text" value="Healthcare Billing Services, Inc."/>
Medicaid Phone Number	<input type="text" value="(740) 639-4218"/>

Banks – Enables/disables ability to create and use banks. (You must also enable the **Import From Document** setting [see below] in order for banks to be available to all applicable users.)

Copy From Previous Document – Enables/disables ability to create a new document using data from an existing document.

Import From Document – Enables/disables ability to copy and paste information from other documents into a current document.

Electronic Signatures – Enables/disables ability to sign documents with an electronic signature.

Collaboration Portal – Enables/disables ability to send documents for the desired recipients to review via the Frontline Collaboration Portal. Recipients can then annotate and/or sign the document as necessary.

Data Integration Fields – Enables/disables the **Sessions** field, **Period** drop-down list, and **Duration** field in the **Specially Designed Instruction** and **Related Services** sections of the **Specially Designed Services** form for IIEPs, AIEPs, IISPs, and RISPs.

Note: This setting should be enabled only if your district plans to transition to Accelify.

Medicaid Parental Consent – Enables/disables the **Medicaid Parental Consent** form as a required form for IEPs and ETRs.

Medicaid Organization – Enter the name of your district’s Medicaid organization in the field. This name displays at the bottom of the **Medicaid Parent Consent** form.

Medicaid Phone Number – Enter the phone number for your Medicaid organization in the field. This phone number displays at the bottom of the **Medicaid Parent Consent** form.