

**From:** MSB  
**Sent:** Tuesday, August 19, 2014 3:02 PM  
**To:** Maine & New Hampshire School Districts  
**Subject:** Implementing Acuity 504



MSB™ Community Email | August 19, 2014

Good Afternoon:

MSB continues to move forward with our new Acuity™ 504 system which incorporates DrummondWoodsum's *504 Management System* into a web-based format that is familiar to many districts across Maine and New Hampshire. Acuity™ 504's features include:

1. Ability to archive and access a complete history of student 504 records including 504 plans, meeting records, referrals and eligibility determination
2. Attach other related documents directly to each student's record which are backed up and maintained on the Acuity™ 504 servers
3. Provides multiple user roles within the system including Administrator, 504 Coordinator and Teacher/504 Case Manager - these roles help define which users have access to which student records
4. Permission levels to further determine user access and allow other staff who are involved in the student's education to have read-only access
5. Use of the copyrighted DrummondWoodsum 504 forms per their May 2014 updates to the *504 Management System*
6. A secure, highly accessible data warehouse for 504 student records and forms
7. Much more!

We have been actively providing onsite and web demos to districts. If you would like to schedule or request a demo of Acuity™ 504, please contact [Steve Courter](#) and we can get one scheduled for you. If you act quickly, you can [sign up](#) for our demo scheduled for Wednesday, August 20 at 8:30. Others will be scheduled based on feedback from districts.

Click [here](#) to fill out a brief survey that will allow us to plan for implementing Acuity™ 504 in your district. As we collect feedback from districts that want to implement Acuity™ 504, or are considering implementing, we will be scheduling the following types of implementations and trainings:

1. Regional - we think that given its relative simplicity and the familiarity that many will have with the Acuity™ 504 interface, MSB will provide regional training dates and venues to allow districts to implement more quickly given we can limit our onsite district trainings were possible
2. Onsite - where districts will need onsite training due to larger numbers of prospective users, we will make that available; due to time constraints, it may be that onsite implementations will be pushed out further into the school calendar, but as always, we will do our best to accommodate your date requests as much as possible
3. Limited web-based implementation/training - for those districts that are proficient with Lumea and/or Adori and have a small number of prospective Acuity™ 504 users (i.e. 5 or less), MSB will consider providing implementation and training services via web-based means (i.e. WebEx); these will be at MSB's discretion based on discussions with district administrators. We want to ensure as smooth and successful implementations as possible.

Our timeline for implementation is mid-October. Once we hear from you via our [survey](#) we will begin to correspond with you in regards to the implementation timelines that you would be eligible for based on your responses. We appreciate your patience with us as many have expressed interest in moving forward with Acuity™ 504 as soon as possible.

Lastly, MSB™ is providing Acuity™ 504 in affiliation with DrummondWoodsum. As a result of that, we have some factors that we want you to be aware of with respect to moving forward in signing an agreement with MSB™ to utilize Acuity™ 504:

1. Prior to executing a contract with your district, we have to confirm with DrummondWoodsum that your district has purchased their new *504 Management System*, released in May 2014. If you have not already purchased this newest update, you can do so online at <http://schoollaw.com/shop/introducing-drummond-woodsums-504-management-system-for-schools/>
2. Our agreement with DrummondWoodsum allows DrummondWoodsum to discontinue our use of their copyrighted forms in Acuity™ 504 at any time. In the unlikely event that they would make that determination, our agreement allows districts to continue to have access to the data and forms that were completed in the district's Acuity™ 504 account up to that point, so no data is lost and districts would still have access to all their information.

[Click](#) to review and complete our proposed Acuity™ 504 agreement with your district. Any areas in red font need to be completed or filled in. If you have questions about the agreement or would like us to send you a filled in copy, please feel free to contact [Steve Courter](#) at 603-692-1212. If you are prepared to fill out and sign the agreement, please return to Steve Courter's attention via one of the following:

**US MAIL:**

MSB  
97 High Street  
Somersworth, NH 03878  
Attn: Steve Courter

**SCAN/EMAIL:**

Email to [scourter@msb-services.com](mailto:scourter@msb-services.com)

**Fax:**

To Attention of Steve Courter  
800.863.6857

Thank you for taking the time to provide this information. It will help us greatly as we move forward with Acuity™ 504 and its implementation as smoothly and quickly as possible. We will be in touch!

MSB™  
800.618.3111  
[msb-services.com](http://msb-services.com)

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