
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student
Information System (OASIS)
Emergency Card**

User Manual

Version 1.1

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1 Introduction

The **OASIS Emergency Card** module enables authorized MCPS users to add, view, or update—but not delete—a student’s emergency contact information in the OASIS database. It provides authorized MCPS staff with online access to such information. The primary users of this module are MCPS central administrative and school administrative staffs and their designees.

This User Manual provides brief step-by-step instructions for MCPS use of the **Emergency Card** module. Perform Common Tasks of this manual describes **Common Tasks** in OASIS that users need to know for this and other OASIS modules.

Please remember to log out of OASIS when you, the user, finish your session in OASIS.

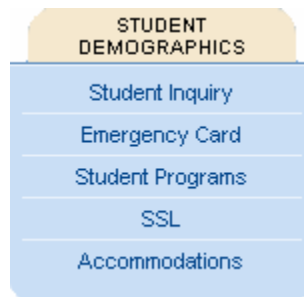
2 Add Student Emergency Card Information

2.1 Language Information and Medical Treatment Authorization

1. Click on the **Student Demographics** tab, if it is not the default, active tab.
2. Find or search for the student.

For guidance on searching for students, see the Performing Common Tasks' section Search for Students.

3. Hover the mouse over the **Student Demographics** tab and click on **Emergency Card**.



The “Emergency Info Part 1: Language Info and Authorization” screen displays.

A screenshot of a web form titled "Emergency Info Part 1: Language Info and Authorization". The form is for a student named "JADE". It includes a "Custody Concerns?" section with radio buttons for "Yes" and "No" (selected). The "Primary Language Spoken at Home" section has a dropdown menu set to "English" and an adjacent text input field. Below that is a question "Is there another language besides English in which you wish to receive correspondence?" with a "Select" dropdown menu. The form also contains a consent statement: "I authorize the school officials to administer first aid and/or take my child to a physician or hospital for emergency treatment in the event it appears necessary and neither parent (guardian) can be contacted. (rescue squad in emergency situations) --please click yes or no and type your name in the text box:". This section has radio buttons for "Yes" and "No" (selected), and a text input field for a name. At the bottom of the form are two buttons: "Cancel" and "Save and Continue".

To the left of the screen, basic student identification information displays under the **Student Detail** tab.

4. The user must select a “Primary Language Spoken at Home” if other than English.
 - If the user selects **Other**, the user enters the language in the text field provided.
 - If there are two primary languages to report, and one is English, select the other language.
 - If there are two “primary” “languages, and neither is English, the user may choose either one.
 - If **Other** is indicated, but no language is listed, enter “Not Specified” in the text box.
5. If the parent or guardian has not completed the authorization for emergency treatment, the response is the default, **No**. Also, **No** should be selected if the parent or guardian signs the authorization but modifies the language of the authorization. (Directions for Part 3 will instruct you, for the question regarding **Other Concerns**, to check **Yes** and to indicate
 - how the Authorization language on Part 1 was modified, and
 - who signed the card.

Note:

Only a parent or guardian may sign the medical authorization. If the name is illegible, or only provided in a non-Latin script (such as Chinese, Amharic, etc.), you may enter “name on file” *if* you retain the original document. If a “Yes” is entered, but there is no authorizing name, the response should be entered as a “No.”

6. Click **Save and Continue** to continue to enter **Emergency Info Part 2: Contact Info** screen. Or **Cancel** out of the operation and loose all changes.

2.2 Contact Information

1. The **Emergency Info Part 2: Contact Info** screen displays with a confirmation that the prior screen's information has been saved.

> [Student Demographics](#) [Printer Friendly](#)

Emergency Info Part 2: Contact Info

Contact Information for JADE

Primary Responsible Adult Contact:

Last Name: First Name: MI
Work No.: Work Ext.: Cell
E-Mail:

Relationship to Student (if other specify): Mother Father Guardian Other

Second Responsible Adult Contact:

Last Name: First Name: MI
Work No.: Work Ext.: Cell
E-Mail:

Relationship to Student (if other specify): Mother Father Guardian Other

Additional Mailing Address

Address:

If Parent cannot be reached, Person to be contacted in case of emergency:

Last Name: First Name:
Phone No.: Cell:
E-Mail:

Relationship to Student (if other specify): Mother Father Guardian Not Specified Other

Name and address of Person Responsible for student after school

Last Name: First Name:
Phone No.: Cell:
E-Mail:
Address:

Relationship to Student (if other specify): Mother Father Guardian Not Specified Other

Physician Contact

Name:
Phone No.:

Dentist Contact

Name:
Phone No.:

2. **Primary Responsible Adult Contact:** The last and first names of a primary adult contact must be entered, as well as the adult's relationship to the student. If the choice is **Other**, that relationship must be entered into the text box. For example, if the primary

contact is a grandmother, choose **Other** and enter grandmother into the text box field. Complete the other fields with any information provided, including the complete work phone number. If the adult does not work outside the home, provide the home phone number if it is other than the cell phone number.


3. **Second Responsible Adult Contact:** Likewise, if there is a “second responsible adult,” the first and last names must be entered, and the nature of that adult’s relationship to the student must be chosen. If the relationship of the adult to the student is **Other** than the choices listed, choose **Other** and enter the relationship in the text box field. Complete the other fields with any information provided, including the complete work phone number. If the adult does not work outside the home, provide the home phone number if it is other than the cell phone number.
4. **Additional Mailing Address:** Enter an alternative mailing address, if any, provided by the reporting parent, guardian, or other relation. Do not enter the student’s regular home address.
5. **[Other] Emergency contact.** The first and last names must be entered, and the nature of that adult’s relationship to the student must be chosen. If the relationship of the adult to the student is **Other** than the choices listed, choose **Other** and enter the relationship in the text box field. Complete the other fields with any information provided, including the complete work phone number. If the adult does not work outside the home, provide the home phone number if it is other than the cell phone number.
6. **... Person Responsible for student after school:** Enter the person’s last and first name and, if provided, their phone and cell phone numbers and an e-mail address. The person’s relationship to the student should be specified; otherwise, select **Other** and preferably enter “Not Specified” in the text box. If that person’s address is the home address, enter “Same as home.”
7. **Physician Contact** and **Dentist Contact.** Enter the names, if any, as provided, and phone number. The last name(s) is sufficient if no first name(s) is provided.
8. Click **Save and Cont.** when entries on this screen are as complete as the available information permits. Even if no entries, or no new entries, were made to this screen, it is necessary to click **Save and Cont.** to be able to enter or modify health information on the next screen. Or you may click **Cancel** to cancel out of data entry. Canceling at this point returns you to the first screen, **Emergency Info Part 1**; data on that first screen remains saved into the OASIS database.

2.3 Health Information

1. The **Health Info** screen displays after continuing from the **Contact Info** screen.

> [Student Demographics](#) [Printer Friendly](#)

Emergency Info Part 3: Health Info

 Health Information for JADE

Hospital Preference: (if other, please name)

Select

Allergies (Medications): if yes, please list:

Yes No

Allergies (Bee Stings):

Yes No

Allergies (Other): if yes, please list:

Yes No

Currently Prescribed Medications (Optional):

Yes No

Other concerns: if yes, please describe:

Yes No

Health Insurance, if yes, please pick one from the list:

Yes No Private Health Choice (Medical Assistance) Care for Kids Not Specified

Does student have a health condition requiring possible emergency care (if yes, specify):

Yes No

**Is medication being administered by school staff on a continuing basis?
(if yes, form 525 must be completed and returned to the school):**

Yes No

2. The **Emergency Card** module does not require that the remaining fields be entered on this screen if there is no response. If neither **Yes** nor **No** is chosen as a response, the default response is **No**. (**Hospital Preference:** is an exception; its default, in the absence of a response, is “Select.”) Additional information cannot be entered to any response of “No.” For any response of “Yes,” if no additional information is provided, preferably enter “Not specified.”

3. **Allergies (Medications).** Enter whether the student is allergic to any medications. If available, enter the medications to which the student is allergic. Do not enter medications taken to treat the allergy.
4. **Allergies (Bee Stings).** For this question, no further information is required even if the answer is “Yes.” The name of any medicine supplied by the parent or guardian to treat bee or other insect stings may be entered.
5. **Allergies (Other).** As with the previous question, for a “Yes” response, further information is optional.
6. **Currently Prescribed Medications.** For a response of “Yes,” any additional information is optional.
7. The parent or guardian can respond “Yes” to **Other Concerns** and enter any other information that is not recorded elsewhere. See the following note.

Note:

Recall that, if the parent or guardian signed the Authorization for Emergency Medical Treatment, in Part 1, but modified the language of the authorization *in any way*, click “**Yes**” to **Other Concerns** and enter the modification to the language in the **Other Concerns** text box. Include in that text box the name of whoever signed the modified authorization. If the name is illegible or in a non-Latin script (such as Chinese, Amharic, etc.), you may note “name on file” *if* you retain the original document.

8. **Health Insurance.** If the response is “Yes,” a coverage type must be selected. If the emergency card, as submitted, has “Yes” as the response, but does not indicate which type of coverage, choose “Not Specified.”
9. **“health condition ... possible emergency care.”** If the submitted form has a “Yes” but does not specify the condition, enter “Not Specified.” If information is provided, but is illegible or in a non-Latin script, you may note “condition on file” *if* you retain the original document.
10. **“Is medication being administered...”** This calls for the selection of “Yes” or “No.”
11. Upon making any necessary entries on Part 3, you have two choices:
 - Click **Save and Exit** to complete Emergency Card data entry for this student. You are returned to the first screen for this student.
 - Click **Cancel** to cancel you out of Part 3, without any adding or modifying any data on this screen, and without canceling out of additions or updates saved for this student to the OASIS database from Part 1 and/or Part 2.
12. You may then continue on to enter **Emergency Card** information of the next student by entering that student’s **Student ID** into the **Find Another Student:** field or by using **Student Search**.

3 View or Update Emergency Card Information

Authorized users may view or update – but not delete – existing **Emergency Card** records for a student in the **OASIS** database. The module provides only ordered access to its screens; you cannot skip directly to the second or third screen without transiting the prior screen(s).

3.1 View Emergency Card Information

1. Find or search for the desired student.
2. On the **Student Demographics** tab, click on **Emergency Card**. The **Emergency Info Part 1: Language Info and Authorization** screen displays for the student.
3. Click **Save and Continue** to advance from Part I to Part 2. Or click **Cancel** to return to the **Student Search** screen. A **Cancel** does not delete any information previously saved into OASIS.
4. Click **Save and Contd.** to advance from Part 2 to Part 3; clicking the **Cancel** button on Part 2 returns the user to Part 1 without deleting any previously stored information.
5. Clicking **Save and Continue** on Part 3 returns the user to the first screen, Part 1. Clicking **Cancel** while viewing Part 3 returns the user to Part 2 without deleting any previously stored information.

3.2 Update Emergency Card Information.

This section is a brief restatement of the fuller guidance available in this manual's section 2, **Add Student Emergency Card Information**.

1. Find or search for the desired student.
2. On the **Student Demographics** tab, click on **Emergency Card**. The **Emergency Info Part 1: Language Info and Authorization** screen displays emergency card information previously entered and stored in the OASIS database for the student.
3. Update any the language or emergency treatment authorization as appropriate. Click **Save and Continue** to advance to the second screen, **Emergency Info Part 2: Contact Info**.
4. On **Part 2**, the second screen, you may view contact information and you may update any field on the screen. The only mandatory fields are the last and first names of the primary adult contact, and that adult's relationship to the student. However, if a second responsible adult, another emergency contact, and/or after school responsible person is listed, the relationship(s) to the student must be specified.
5. Click **Save and Cont.** to advance to the final, **Health Info** screen, or **Cancel**. If you **Cancel** at this point, any updates saved with the first screen are retained and you are returned to the first screen.
6. There are no mandatory fields on **Part 2**, the **Health Info** screen. However, once selections are made, additional information may be mandatory; for example, if **Other** is

chosen for **Hospital**, the hospital name must be entered in the text box field. An error statement will alert you to any

7. View the information and/or update any fields you know require updating. Click **Save and Exit** to save changes, if any, that you entered, and you will be returned to the first screen. Or click **Cancel**, which retains any updates that you may have entered in the first and second screens, and returns you to the first screen.
8. On returning to the first screen, authorized users may continue to add, view, or update student **Emergency Card** information by first selecting or searching for the next student.

4 Perform Common Tasks

4.1 Log On and Off of OASIS

To log on to OASIS:

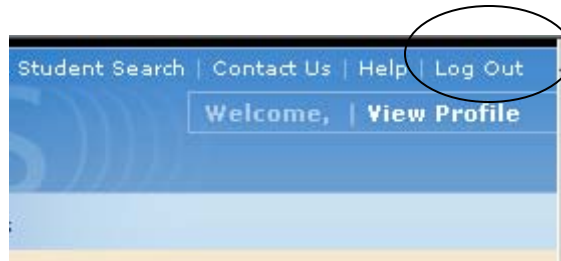
Enter your User name and Password, and select the appropriate domain.

When finished, click **Go**.



The screenshot shows a login form titled "Login". Below the title is an information icon and the text "Please Enter username and password.". The form contains three input fields: "User name:" with a text box, "Password:" with a text box, and "Log on to:" with a dropdown menu currently set to "MCPSMD". A yellow "Go" button is located at the bottom right of the form area.

To log off of OASIS, click the **Log Out** link in the upper right-hand corner.



4.2 Search for Students

To search for the student's record:

On the OASIS menu, click the **Student Search** link in the upper right-hand corner. The **Student Search** screen appears.

Internet Explorer.Ink

Montgomery County Public Schools
Online Administrative Student Information System

STUDENT DEMOGRAPHICS

Student Search

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status: Active Inactive Either/Don't Know

Clear Search

Enter search criteria in one or more fields. You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number. For example, entering a **Last Name** and **R%** in the **First Name** field retrieves all students with the designated last name and whose first name begins with R. The **First Name** field is optional, but its use expedites finding the desired student.

Student Search

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name: Groves

First Name: R%

Status: Active Inactive Either/Don't Know

Clear Search

For **Status**, click an option button to search by status:

Active: All active students that meet the search criteria

Inactive: All inactive students that meet the search criteria

Either/Don't Know: All students that meet the search criteria regardless of their active/inactive status

Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

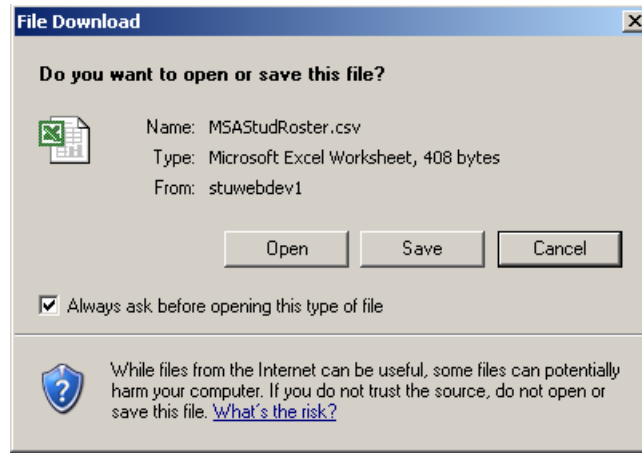
1.

The screenshot shows the 'Student Search' interface. On the left, there are tabs for 'Student Detail' and 'School Detail', with 'No Student.' displayed below. A 'Show' dropdown menu is visible. Below that is a 'Find Another Student:' section with an 'Enter Student ID' field, a 'Go' button, and an 'Advanced Search' link. The main area is titled 'Student Search' and contains a message: 'Search Results (Click on a column heading to sort the list)'. Below this is a table with columns: Student ID, Last Name, First Name, M.I., D.O.B, Age, Active YN, Last School Name, and Last School No. The table lists five students. Above and below the table are 'Multi Sort' buttons and an 'Excel' button. Below the table is an information icon and the text: 'Enter search parameters; at least one field must be entered.' Below this is a search form with fields for Student ID, SSN, Last Name, and First Name, and a 'Status' section with radio buttons for 'Active', 'Inactive', and 'Either/Don't Know'. At the bottom of the form are 'Clear' and 'Search' buttons.

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
951746	W	A	E	08/25/1992	14	Y	Albert Einstein High	789
917	W	B	J	05/05/1994	13	Y	Herbert Hoover Middle	228
967	W	E	G	07/02/1992	14	Y	Winston Churchill High	602
799	W	J		03/28/1993	14	Y	Sligo Middle	778
759	W	S	K	11/01/1990	16	Y	Albert Einstein High	789

4.2.1 Export Search Results

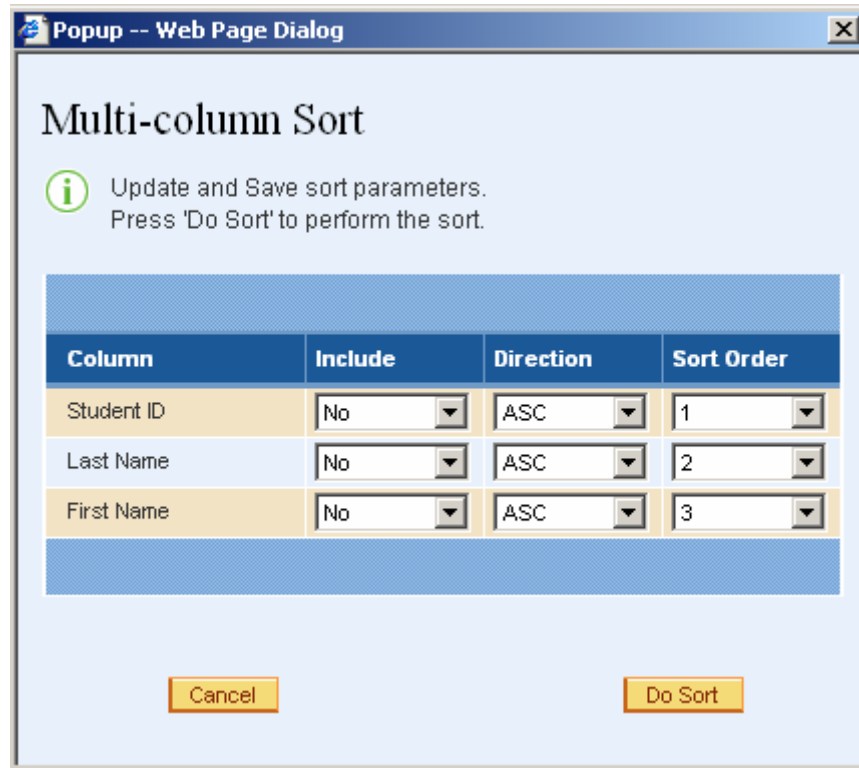
The Excel button provides the option to display or export your search results as a spreadsheet file. Click **Excel**. The following message will pop up and overlay the search results screen:



- Disregard the warning statement in this case. Opening or downloading this file is without risk.
- Click **Open** to see the same search results in a spreadsheet format. Under **File**, on the menu tool bar, you have the standard options.
- If you click **Save** on the **File Download** dialogue, the standard Windows **Save As** dialogue displays.
- Saved search results may subsequently be opened in MS Excel (or another spreadsheet program). The file may also be inserted into MS Word as an object, as a Microsoft Excel worksheet.

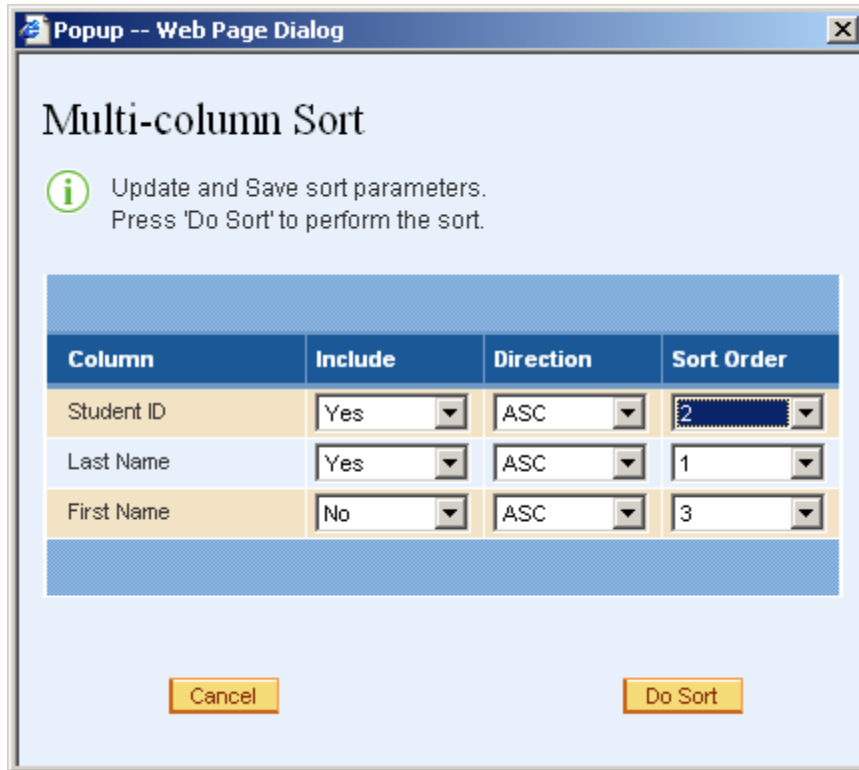
4.2.2 Sort Search Results

You may also sort your search results. Click the **Multi Sort** option on the expanded Student Search screen that displays search results. The popup may display as following.



- To include a field in the sort, change **Include** to “Yes.”
- If you want the sort to be in descending order, set **Direction** as DSC.
- The **Sort Order** determines which field is first sorted.
- Click **Do Sort** to perform the sort, or **Cancel** out of the operation.

For example, if you wanted to sort only by Last Name and Student ID, with both in ascending order, and with the sort first by Last Name and Secondly by Student ID, set the drop-down list options as in the following figure.



In the previous example, the **Sort Order** for First Name is inactive, as First Name is not selected for inclusion in the sort order.

The **Multi-column Sort** dialog could contain a different combination of fields. For example, the following available screen may display for a multi-column sort in OASIS' MSA Roster module.