# Online Administrative Student Information System (OASIS)
# Enrollment Quick Reference Guide

**Version 1.1**
**June 2012**

# Contents

# Introduction

The Online Administrative Student Information System (OASIS) provides a central location for viewing and updating student administrative data online. Using the OASIS Enrollment module, you can enroll and withdraw students and release students who are transferring between MCPS schools. You can also view change of school assignment (COSA) information and update student demographics and contact information. For more information about enrollment and withdrawals at MCPS, refer to the *Montgomery County Public Schools Student Recordkeeper Manual*.

The OASIS web pages represented in this document might vary slightly from those on your screen. Some OASIS functions are available only during specific times of the year and are shown and accessible only during those times.

For readability, you can press **Ctrl+L** to view this document in Full Screen Mode. Press the **Esc** key to return to normal viewing mode.

# Enrolling Students

You can enroll a student in the current school year or manually enroll a student in a future school year. Future enrollments can occur only after the next year school (NYS) process is run in January until July, when all future enrollments become current enrollments for the upcoming school year. Future enrollments for active MCPS students are automatic after the NYS process is run.

If enrollment is during the first 5 days of the school year, the enrollment date is set to the first day of school. After the first 5 days, the enrollment date is set to the actual date.

Only designated prekindergarten and Head Start staff should enroll Grade 14 students. Only designated staff in a consortium office can future enroll students in a consortium school.

> If a student is enrolling after being in an MCPS home instruction program but was never an active MCPS student before home instruction, the student's birthday may be incorrect. By state law, when registering for home instruction, parents are required to provide only the birth month and year. The birth day is optional. If not provided, the default birth day becomes the first day of the birth month.

Refer to the Enrollment and Withdrawal Codes section of this guide for a list of valid codes and code descriptions.

## Verifying Enrollment/Generating a Student ID

Before enrolling a student, you should first verify that the student is not already enrolled or does not already have an ID. If the student does not have an ID, you must generate one before proceeding with the enrollment process.

Follow the step-by-step instructions below to verify enrollment and generate a student ID if necessary.

1. Log in to OASIS.



2. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.



3. On the menu, select **Enrollment Search/ID Gen** to begin the process of verifying that the student is not already enrolled.



4. In the Enrollment Search section of the Enrollment page, enter all of the information you have about the student, but at least the first and last name, gender, and birth date.

> In the Enrollment Search section, you cannot use a wildcard (%) to enter part of a name or number.

5. Click the **Search** button. Results are displayed below your search parameters.

Green highlighting indicates the part of the student record that matches your search parameters. The right-most column is a rough indicator of the strength of the matches on a scale of 1 to 6, with the lower number indicating the closest match. If an exact or very close match is found, verify if it is the same student. If it is, use the existing ID to enroll the student in your school. If it is not the same student or is a new student, proceed to the next step.

*i*    To avoid generating duplicate IDs for a student, when verifying if an exact match has been found, make sure to thoroughly check the search results, especially if a student has double last names or a name with a generational suffix such as Jr. or Sr.

6.   Click the **Gen ID** button to generate a unique ID for the student.



7.   In the Generate New Student ID section of the Enrollment Main Page, complete the information for the student, including the student's social security number if known. If unknown, leave blank. Do not enter a pseudo social security number (beginning with 915).

*i*    Although entering a social security number at this point is optional, you *must* complete the other information before a student ID can be generated. Enter the student's complete middle name or, if the student does not have one, check the **No Middle Name?** check box. The birth date will be validated to ensure the student is between 1 and 21 years old. Only if you select **No** in the **Is student U.S. citizen?** field must you enter dates in the **If no, U.S. entry date** field and **If no, entry date 1st U.S. school** field.

8.   Click the **Generate Id** button.

*i*    If you have not entered a social security number, you will be prompted to enter one. Click **OK** to clear the message, and click the **Generate Id** button again to proceed.

## Enrolling a Student in the Current School Year

In the current school year, you can enroll a new-to-MCPS student or a previously enrolled student. The main difference in the enrollment process is that, for the new-to-MCPS student, you generally must generate a unique student ID, except if the student is cleared for enrollment through the Residency and International Admissions office or the Division of Consortia Choice and Application Program Services. Although the ID for the previously enrolled or cleared student should already be in the system, you must still check to ensure that it is.

*i*    You cannot enroll a student in a school year within the last 5 days of that school year.

On the next page is a flowchart showing the process for enrolling a student in the current school year, followed by step-by-step instructions for the process.

## OASIS Enrollment Process – Enrolling a Student in the Current School Year

**Log in to OASIS.**

**1** On the Enrollment menu, select Enrollment Search/ ID Gen and enter search parameters.

**2** Click the Search button to verify if a record (with ID) exists for the student.

**3** Does student record exist?

— **Yes** →

— **No** ↓

**4** Generate a unique ID for the student.

A student will have a record (with ID) if previously enrolled or if cleared for enrollment through the Residency and International Admissions office or the Division of Consortia Choice and Application Program Services.

1. Click the Gen ID button.
2. Complete the demographic information for the student.
3. Click the Generate Id button.

**A**

**A**

**5** On the Enrollment Main Page in the Student Enrollment List, click the Enroll button to begin enrollment.

**6** In the Student Address section, enter or update and save the student's address and phone number.

**7** In the Enrollment section, enter information and click the Enroll button.

**8** On the Enrollment Main Page menu, select Update Demographics.

**B**

**B**

**9** Correct or add demographic information and click the Update button.

**10** Is the student enrolling in Grades 9 - 12?

— **No** →

— **Yes** ↓

**11** On the Enrollment Main Page in the Student Enrollment List, click the Update Enroll link.

**12** Correct the expected year of graduation, if necessary.

**Log out of OASIS.**

When enrolling, you must do the following in other OASIS modules:
> Student Demographics module – Update emergency card information.
> Scheduling module – Assign the student to a homeroom. For high school students, also assign a counselor.

Follow the step-by-step instructions below to enroll a student in the current school year.

1. Verify that the student is not already enrolled or does not already have an ID, and generate an ID if necessary.
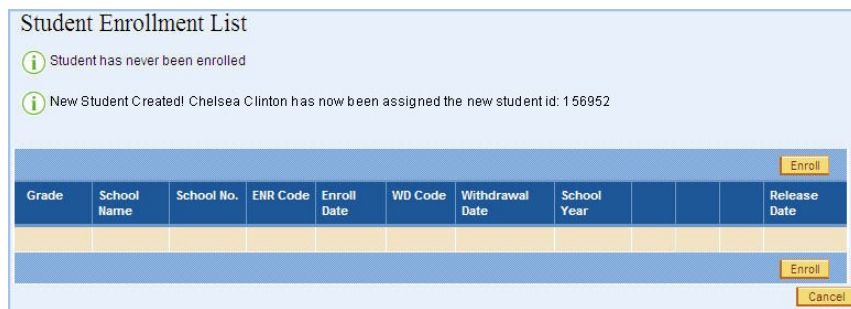


2. In the Student Enrollment List, click the **Enroll** button to open the Student Address section of the Enrollment Main Page. At this point, the student is inactive, as shown in the Student Detail at the left of the page.

   For a new-to-MCPS student, the Student Address section will look like the following:



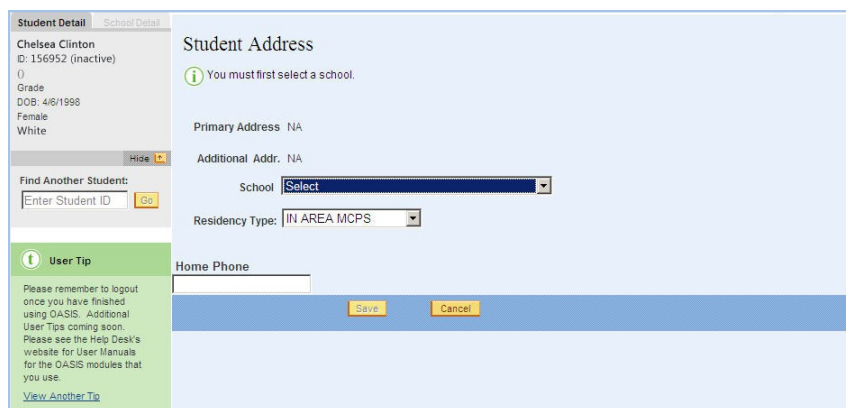   For a previously enrolled student, the Student Address section will initially look like the following:
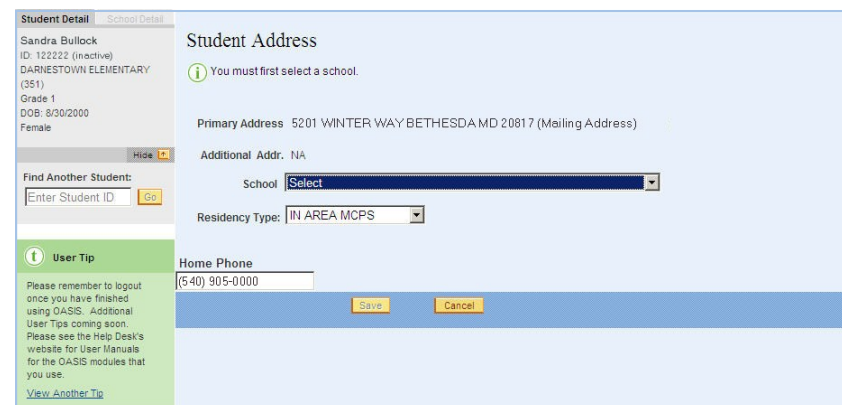


3. In the **School** field, if not already selected, select the school in which the student is enrolling.

4. In the **Residency Type** field, select the location of the student's address:

   - **IN AREA MCPS**—address is in your home school area.

   - **OUT OF AREA MCPS**—address is in Montgomery County but not in your school area.

   - **NON MCPS**—address is not in Montgomery County or is a new street not yet found in OASIS.

   Address fields are displayed on the page based on the residency type selected.
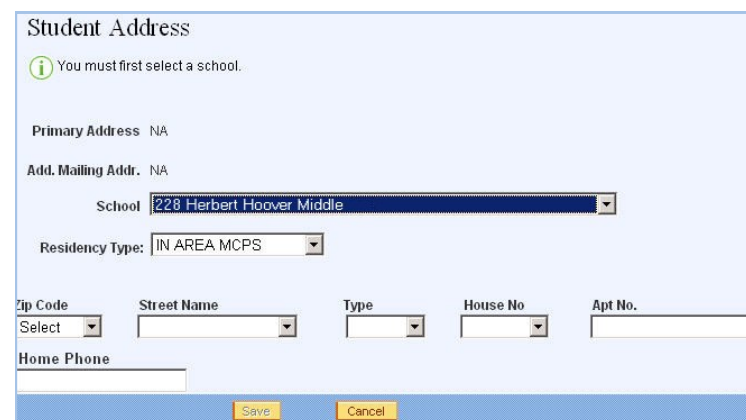
5. Complete or correct the address for the student.

   When entering an address for IN AREA MCPS and OUT OF AREA MCPS residency types, first enter the zip code then enter the remaining address in the order of the fields on the page. If there is a protective order associated with the student, you must enter the school address instead of the home address.

   *i*    For the IN AREA MCPS residency type, only zip codes and street detail valid in a school's home area are available for selection. For the OUT OF AREA MCPS residency type, only zip codes and street detail valid within Montgomery County are available for selection.

6. For an out of area or non-MCPS address, select the appropriate reason code (only shown when those residency types are selected).

7. In the **Home Phone** field, enter the home phone number. If there is no landline phone at home, enter a parent's or guardian's cell phone number, if provided, but *not* the student's cell phone number. Although you do not have to enter a phone number to proceed, it is recommended that you do so.

8. Click the **Save** button. The Enrollment section of the Enrollment Main Page will open.

   For a new-to-MCPS student, a message will be displayed at the top of the Enrollment section confirming that the student is new to MCPS.

For a previously enrolled student, messages similar to those shown below will be displayed, depending on the grade level for the student.

9. Select a grade and enrollment code. The enrollment codes change based on any previous enrollment information.

10. If you are enrolling a student in Grades 9 through 12, you *must* enter the year in the **First Year 9th Grade** field. For example, for school year 2010-2011, you would enter 2011. If known, you should enter the year in the **Exp. Year of Grad** (expected year of graduation) field.

    *i*    The **First Year 9th Grade** field is not editable for students enrolling in other grades and for students articulating from the eighth to ninth grade at MCPS. For special education students, the **Exp. Year of Grad** field is not editable. Its value is from the OASIS IEP module.

11. Click the **Enroll** button. The student is now actively enrolled in the selected school, as shown in the Student Detail at the left of the page.

12. On the left of the page on the **Enrollment Main Page** menu, select **Update Demographics**.

13. Update the student's demographics, following the step-by-step instructions on [page 27](#).

14. If the student is enrolling in Grades 9 through 12, in the Student Enrollment List, do the following:

    • Select the **Update Enroll** link.

    • Correct the expected year of graduation if necessary, and click the **Enroll** button.

*i* As part of the enrollment process, you must do the following in other OASIS modules:

**Student Demographics module**—Update emergency card information.

**Scheduling module**—Assign the student to a homeroom. For high school students, also assign a counselor.

## *Updating Enrollment*

1. Log in to OASIS.

2. Search for the desired student record.

| SCHEDULING | ENROLLMENT | STUDENT DEMOGRAPHICS | GRADE REPORTING | ASSESSMENTS | SPECIAL SERVICES | REPORTS |
|---|---|---|---|---|---|---|

3. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.

**ENROLLMENT**
Enrollment Main Page
Enrollment Search\ ID Gen
Release List
Transfer(COSA) System
RIA
Home Instruction
Non-MCPS Data Collection

4. On the menu, select **Enrollment Main Page**.

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**Student Enrollment List**

(i) Martina McBride has been enrolled in SHERWOOD HIGH on 8/30/2010

[Enroll]

| Grade | School Name | School No. | ENR Code | Enroll Date | WD Code | Withdrawal Date | School Year | | | Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 10 | SHERWOOD HIGH | 503 | 13 | 08/30/2010 | 00 | | 2011 | Release/ WithDraw | Update Enroll | |

[Enroll]
[Cancel]

5. In the Student Enrollment List, click the **Update Enroll** link.

**Update Enroll**

Withdraw Code: N/A          Withdraw Date: N/A
Grade Level: 10 ▾           Enroll Date: 08/30/2010
Enroll Code: 13 ▾           Orig. Year of Grad: 2013
First Year 9th Grade: 2010  Exp. Year of Grad: 2013

[Enroll]   [Cancel]

6. Change the desired information. When changing an enroll date, be sure to enter an appropriate enroll code.

*i* Changing the enrollment date to an earlier date might change existing information for that student (marks, attendance, suspension dates, etc.). Warning messages will provide options for continuing or not.

You can view a year in the **Orig. Year of Grad** field and correct the year in the **First Year 9th Grade** field and in the **Exp. Year of Grad** (expected year of graduation) field only for students enrolled in Grades 9 through 12. (For school year 2010-2011, the year would be 2011, for example.) If you correct the expected year of graduation, you will be prompted to select a reason. The **First Year 9th Grade** field is not editable for students enrolled in other grades and for students who articulated from the eighth to ninth grade at MCPS.

*i* For special education students, the **Exp. Year of Grad** field is not editable. Its value is from the OASIS IEP module.

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7. Click the **Enroll** button.

8. A message will be displayed at the top of the Student Enrollment List indicating that the information has been updated.

## *Cancelling Enrollment*

You can cancel an enrollment during all but the first 5 days of the school year by withdrawing a student on the same date as the enrollment at the same school. The withdrawal reverses the enrollment. Withdrawals during the first 5 days of the school year are considered summer withdrawals, as explained in the Processing Summer Withdrawals section of this guide.

Cancelling enrollment deletes information about a student's schedules, grades, suspensions, and interventions. Cancelling enrollment also deletes educational management team (EMT) referrals and office referrals that are maintained on the *myMCPS* Students page.

> If you cancel an enrollment for a student who withdrew from another MCPS school to enroll in your school, make sure to inform the other school of the cancellation so that the withdrawal code in their student record can be corrected.

## Enrolling a Student in a Future School Year

You can enroll a student in a future school year only after the NYS process is run in January until the early July flip to a new school year. For currently enrolled students, future enrollment in the next school year is automatic after the NYS process is run.

On the next page is a flowchart showing the process for enrolling a student in a future school year, followed by step-by-step instructions for the process.

## OASIS Enrollment Process – Enrolling a Student in a Future School Year

Next year school (NYS) process is run in January.

For currently enrolled students, future enrollment in the next school year is automatic.

Log in to OASIS.

Is student currently enrolled at MCPS? **1a**

Yes →

Is student changing MCPS schools? **1b-1**

Yes →

Current school deletes future enrollment and adds new future enrollment to correct school. **1c**

No ↓

Enroll as in current school year process (pg 5), except in the Student Enrollment List (step 5), click the Future link. **2**

No ↓

On the Enrollment Main Page, verify the accuracy of the future enrollment record. **1b-2**

Log out of OASIS.

Procedures during the future enrollment period after the NYS process is run in January until the July flip to a new school year

Follow the step-by-step instructions below to enroll a student in a future school year (after the NYS process is run in January until the July flip to a new school year).

1. Do one of the following:

   - For a *currently enrolled* student who is *not changing schools*, on the Enrollment Main Page in the Student Enrollment List, verify the accuracy of the future enrollment record. The future enrollment in the next school year is automatic after the NYS process is run.

   - For a *currently enrolled* student who *is changing schools,* if you are the current school, delete the future enrollment (as described in the step-by-step instructions on ) and add a new future enrollment to the correct school by proceeding to the next step.

   - For a student who is *not currently enrolled*, proceed with the next step.

2. Verify that the student is not already enrolled or does not already have an ID, and generate an ID if necessary.



3. In the Student Enrollment List, click the **Future** link. The Student Address section of the Enrollment Main Page will open.



4. In the **School** field, if not already selected, select the school in which the student is enrolling.

5. In the **Residency Type** field, select the location of the student's address:

   - **IN AREA MCPS**—address is in your home school area.

   - **OUT OF AREA MCPS**—address is in Montgomery County but not in your school area.

   - **NON MCPS**—address is not in Montgomery County or is a new street not yet found in OASIS.

   Address fields are displayed on the page based on the residency type selected.

6. Complete the address for the student.

   When entering an address for IN AREA MCPS and OUT OF AREA MCPS residency types, first enter the zip code then enter the remaining address in the order of the fields on the page. If there is a protective order associated with the student, you must enter the school address instead of the home address.

   *i* For the IN AREA MCPS residency type, only zip codes and street detail valid in a school's home area are available for selection. For the OUT OF AREA MCPS residency type, only zip codes and street detail valid within Montgomery County are available for selection.

7. For an out of area or non-MCPS address, select the appropriate reason code (only shown when those residency types are selected).

8. In the **Home Phone** field, enter the home phone number. If there is no landline phone at home, enter a parent's or guardian's cell phone number, if provided, but *not* the student's cell phone number. Although you do not have to enter a phone number to proceed, it is recommended that you do so.

9. Click the **Save** button. The Future Enrollment section of the Enrollment Main Page will open.



10. Select a grade and enrollment code. The enrollment codes change based on any previous enrollment information.

11. If you are enrolling a student in Grades 9 through 12, you *must* enter the year in the **First Year 9th Grade** field. For example, for school year 2010-2011, you would enter 2011. If known, you should enter the year in the **Exp. Year of Grad** (expected year of graduation) field.

    *i* The **First Year 9th Grade** field is not editable for students enrolling in other grades and for students articulating from the eighth to ninth grade at MCPS. For special education students, the **Exp. Year of Grad** field is not editable. Its value is from the OASIS IEP module.

12. Click the **Enroll** button. A message will be displayed at the top of the Student Enrollment List section indicating that the student has been future enrolled.

## *Deleting a Future Enrollment*

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.



4. On the menu, select **Enrollment Main Page**.

5.  In the Student Enrollment List, click the **Delete Future** link.

6.  On the resulting confirmation message, click the **OK** button to delete the future enrollment.

### *Changing a Future Enrollment*

To change a future enrollment (after the NYS process is run in January but before the July flip to a new school year), delete the current future enrollment and add a new future enrollment to the correct school.

# Withdrawing, Releasing, Transferring Students

Withdrawals, releases, and transfers apply when a student is leaving MCPS or changing MCPS schools. Following are some guidelines:

- If the *student is leaving MCPS*, withdraw the student using the appropriate withdrawal code.

- If the student is *transferring between MCPS schools during the school year*, if you are the current school, release the student so that the receiving school can enroll the student.

- If the student is *transferring between MCPS schools in the summer*, if you are the receiving school, enroll the student, which automatically withdraws the student from the current school.
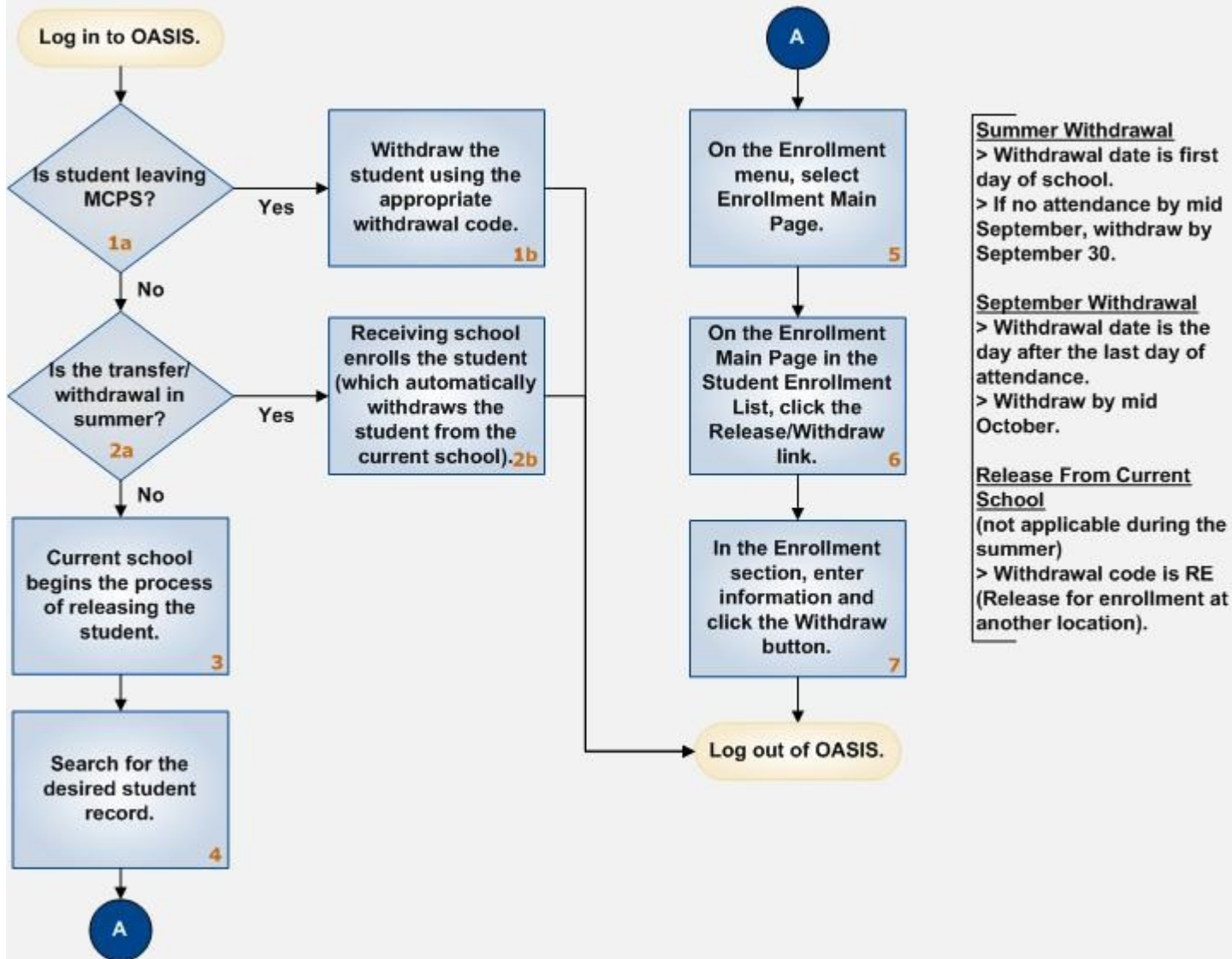
The withdrawal date is generally the first school day after the last day of the student's attendance. Considerations for student withdrawals are as follows:

- **Schedules**–After withdrawal, a student's schedule is also withdrawn, and the student is no longer listed among those taking the student's former courses.

- **Programs**–Withdrawing automatically withdraws a student from any programs at the school.

- **ESOL Records**–Upon withdrawal, a student's ESOL status becomes inactive, but approval for re-entry into ESOL is retained. The student can be re-enrolled into ESOL at the receiving school. You cannot withdraw a student the same day that an ESOL record becomes effective. You would need to change the ESOL record.

- **Suspensions**–You cannot withdraw a student before the student's suspension date. You would need to change the suspension.

- **Backdating Withdrawal**–Backdating may delete OASIS grades and will delete classroom attendance. A student's records must be active on the last day of the marking period for OASIS grades to be retained.

Refer to the Enrollment and Withdrawal Codes section of this guide for a list of valid codes and code descriptions.

On the next page is a flowchart showing the process for withdrawing, releasing, and transferring students, followed by step-by-step instructions for the process.

## OASIS Enrollment Process – Withdrawing, Releasing, Transferring Students

**Log in to OASIS.**

**Is student leaving MCPS?** (1a)
— Yes → **Withdraw the student using the appropriate withdrawal code.** (1b)
— No ↓

**Is the transfer/ withdrawal in summer?** (2a)
— Yes → **Receiving school enrolls the student (which automatically withdraws the student from the current school).** (2b)
— No ↓

**Current school begins the process of releasing the student.** (3)

**Search for the desired student record.** (4)

→ A

**A**

**On the Enrollment menu, select Enrollment Main Page.** (5)

**On the Enrollment Main Page in the Student Enrollment List, click the Release/Withdraw link.** (6)

**In the Enrollment section, enter information and click the Withdraw button.** (7)

**Log out of OASIS.**

**Summer Withdrawal**
> Withdrawal date is first day of school.
> If no attendance by mid September, withdraw by September 30.

**September Withdrawal**
> Withdrawal date is the day after the last day of attendance.
> Withdraw by mid October.

**Release From Current School**
(not applicable during the summer)
> Withdrawal code is RE (Release for enrollment at another location).

# Withdrawing a Student

Follow the step-by-step instructions below to withdraw a student.

1.  Log in to OASIS.

2.  Search for the desired student record.

| SCHEDULING | ENROLLMENT | STUDENT DEMOGRAPHICS | GRADE REPORTING | ASSESSMENTS | SPECIAL SERVICES | REPORTS |
|---|---|---|---|---|---|---|

3.  At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.

| ENROLLMENT |
|---|
| Enrollment Main Page |
| Enrollment Search\ ID Gen |
| Release List |
| Transfer(COSA) System |
| RIA |
| Home Instruction |
| Non-MCPS Data Collection |

4.  On the menu, select **Enrollment Main Page**.

**Student Enrollment List**

(i) No release is necessary for enrollment of student until after fifth day (9/3/2010) of school.

(i) Enrollment at your school will automatically withdraw the student from the current school.

(i) Be aware that this student's schedule at HERBERT HOOVER MIDDLE will be deleted on withdraw.

|  |  |  |  |  |  |  |  | Enroll |  |
|---|---|---|---|---|---|---|---|---|---|
| Grade | School Name | School No. | ENR Code | Enroll Date | WD Code | Withdrawal Date | School Year |  |  | Release Date |
| 7 | HERBERT HOOVER MIDDLE | 228 | 13 | 08/30/2010 | 00 |  | 2011 | Release/ WithDraw | Update Enroll |  |
|  |  |  |  |  |  |  |  | Enroll |  |
|  |  |  |  |  |  |  |  | Cancel |  |

5.  In the Student Enrollment List, click the **Release/WithDraw** link.

**Enrollment**

| Enroll Code: 13 | | Enroll Date: 8/30/2010 |
|---|---|---|
| Withdraw Code: [ ▾ ] | | Withdraw Date 08/30/2010 📅 |
| Documents for Withdraw Code Collected? Select ▾ | | |

Withdraw    Cancel

6.  In the Enrollment section of the Enrollment Main Page in the **Withdraw Code** field, select the reason for withdrawal.

7.  In the **Withdraw Date** field, enter the effective date of the withdrawal, most easily by clicking the calendar icon to the right of the field.

8.  In the **Documents for Withdraw Code Collected?** field, select **Yes** or **No**.

    Although critical for only high schools, all schools should have the appropriate documentation to support the selected withdrawal code.

9.  Click the **Withdraw** button to update the student record, as shown in the Student Enrollment List.

**Student Enrollment List**

|  |  |  |  |  |  |  |  |  | Enroll |  |
|---|---|---|---|---|---|---|---|---|---|---|
| Grade | School Name | School No. | ENR Code | Enroll Date | WD Code | Withdrawal Date | School Year |  |  | Release Date |
| 7 | HERBERT HOOVER MIDDLE | 228 | 13 | 08/30/2010 | 15 | 10/04/2010 | 2011 |  | Update Withdraw |  |
|  |  |  |  |  |  |  |  |  | Enroll |  |
|  |  |  |  |  |  |  |  |  | Cancel |  |

(i) If cautionary messages are displayed indicating unintended effects of the withdrawal on the student's schedule, programs, attendance, or marks and you do not wish to proceed with the withdrawal, click the **Cancel** button on the message then the **Cancel** button in the Enrollment section of the Enrollment Main Page.

## Processing Summer Withdrawals

If a student notifies you of a withdrawal during the summer (which includes the first 5 days of the school year) or was expected at your school in September but has no recorded attendance by mid-September and will not be

attending your school, withdraw the student as a summer withdrawal. The withdrawal date for summer withdrawals is the first day of school. Students with no September attendance should be withdrawn by September 30 as a summer withdrawal.

## Processing September Withdrawals

If a student attends any time in September, has at least 5 days of unexplained absences, and will no longer be attending your school, withdraw the student using as the withdrawal date the day after the last day of the student's attendance. Process all September withdrawals by mid October.

## Updating a Withdrawal

You can update a withdrawal date and reason within the same school year as the withdrawal was entered.
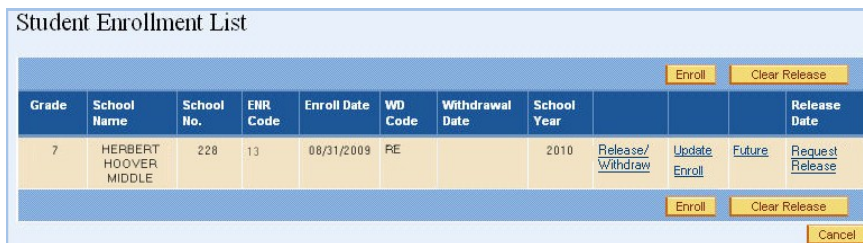
1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Enrollment Main Page**.



5. In the Student Enrollment List, click the **Update Withdraw** link.



6. Make the necessary changes.

7. Click the **Withdraw** button to update the student record.

## Cancelling a Withdrawal

You can cancel a withdrawal by doing either of the following:

- Enrolling a student on the same date as the withdrawal at the same school. The enrollment reverses the withdrawal.

- Changing the withdrawal code to RE (Release for enrollment at another location) then clearing the release. This method is for the active school year only. Releases do not apply during the summer.

# Releasing a Student Transferring Between MCPS Schools

Students changing schools during the current school year must be released from their current school then enrolled in the receiving school. A release unlocks a student record so that another school can enroll the student. Accordingly, the current school can control the date the student is allowed to be transferred and can finish entering any grades, special programs, accommodations, and IEP information.

The release does not specify the receiving school. Also, a release does not withdraw a student from the current school. The current school must continue taking attendance and must report grades for the student until the student is enrolled in the receiving school. After being enrolled in the receiving school, the student is automatically withdrawn from the current school with

one of the transfer withdrawal codes. The receiving school then requests the student's records from the current school.

Releases do not occur during the summer, which includes the first 5 days of school, because students have not started classes, so begin and end dates for classes do not have to be tracked. Delaying tracking until after the fifth day of school allows for quickly adjusting student schedules at the start of the school year.

## *Requesting a Release From the Current School*

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Enrollment Main Page**.



5. In the Student Enrollment List, click the **Request Release** link.

6. A message will show at the top of the page confirming that an e-mail has been sent from your school to the current school asking for the student's release.

## *Releasing a Student From the Current School*

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Enrollment Main Page**.
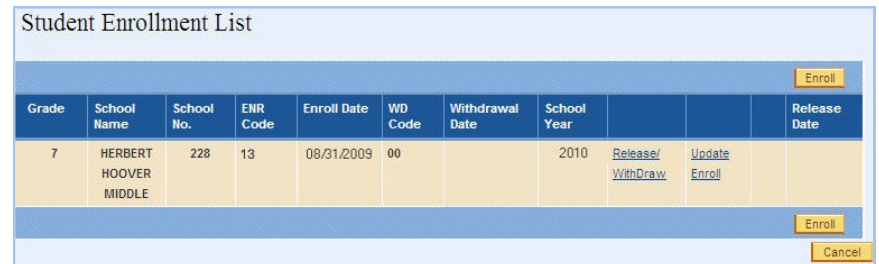


5. In the Student Enrollment List, click the **Release/WithDraw** link.

6. In the Enrollment section of the Enrollment Main Page in the **Withdraw Code** field, select **RE** (**Release for enrollment at another location**).

7. In the **Withdraw Date** field, select the effective date of the release, most easily by clicking the calendar icon to the right of the field.

8. In the **Documents for Withdraw Code Collected?** field, select **Yes** or **No**.

   Although critical for only high schools, all schools should have the appropriate documentation to support the selected withdrawal code.

9. Click the **Withdraw** button to release the student from the current school. The Student Enrollment List will show the release date.



## Clearing a Release Date (From the Current School Only)

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Enrollment Main Page**.



5. In the Student Enrollment List, click the **Clear Release** button.

## Changing a Release Date (From the Current School Only)

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.

4. On the menu, select **Enrollment Main Page**.



5. In the Student Enrollment List, click the **Release/WithDraw** link.



6. In the **Withdraw Date** field, change the release date, most easily by clicking the calendar icon to the right of the field.

7. Click the **Withdraw** button to update the release date, which will be shown in the Student Enrollment List.



## *Viewing the Release List for Your School*

Follow the instructions below to view a list of students from your school who have been released to enroll in another MCPS school.

1. Log in to OASIS.



2. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.



3. On the menu, select **Release List**.
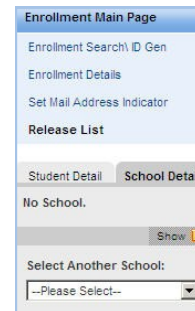


4. On the left side of the page on the School Detail tab, select your school. The release list for your school will be displayed.

## Viewing Transfer (COSA) Information

In the OASIS Enrollment module, you can track COSA information. A COSA is an approved transfer from a student's assigned school due to special family requests or special program placements. Parents can request a COSA transfer from February 1 through April 1 for any of the following reasons:

- Documented, unique hardship

- Exemptions

  - **Sibling**: An older sibling attends the requested school in the regular program absent a boundary change.

  - **Continuation**: Middle school students on an approved COSA may continue to that school's feeder pattern high school, except when affected by boundary change or consortium choice guidelines. To continue in the feeder pattern from middle school to high school, a new COSA form must be submitted. (Elementary school students return to their home middle schools unless a COSA form is submitted and approved based on unique hardship or one of other exemptions in this list.)

  - **Exempt Programs**: The student is selected for an exempt program.

  - **Family Relocation**: When a family moves within Montgomery County, preference to remain in the original school will be considered to complete the current school year only.

Students new to MCPS must be enrolled and registered in their home school before submitting a COSA request.

At the top of some transfer pages is an **Open** button (  ). Click this button to show special programs in which the selected student participates. Click the **Hide** button when you are finished viewing this information.



## *Viewing a Student Transfer (COSA) Record*

Follow the instructions below to view details about a student's transfers from one MCPS school to another MCPS school.

1. Log in to OASIS.

2. Search for the desired student record.



3. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.



4. On the menu, select **Transfer (COSA) System**. A list of transfer records for the selected student will be displayed.

5. Click the **View Only** link for the transfer record whose detail you want to view.



## Viewing a School Transfer (COSA) Report

Follow the instructions below to view transfer log details about students transferred to or from a school during a particular school year.

1. Log in to OASIS.

2. Search for *any* student record.

   *i* You must search for a student record to be able to select a school in a later step.



3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Transfer (COSA) System**. A list of transfer records for the selected student will be displayed.



5. On the left of the page on the **Transfer (COSA) System** menu, select **School Transfer (COSA) Report**.



6. Provide the information requested. In the **From/To indicator** field, select whether you want to view details about transfers *from* or *to* the selected school during the selected school year.

7. Click the **Submit** button to view the transfer log detail.

8. Do the following, if desired:

- To view a list of transfer records for a student, click the ID link for that student.



- To export the detail to an Excel spreadsheet, click the **Excel** button. From there, you can print and save the detail if needed.

## *Viewing a Transfer (COSA) Status Report*

Follow the instructions below to view a transfer status report for a school for a particular school year.

1. Log in to OASIS.

2. Search for *any* student record.

   *i* You must search for a student record to be able to select a school in a later step.

3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.



4. On the menu, select **Transfer (COSA) System**. A list of transfer records for the selected student will be displayed.



5. On the left of the page on the **Transfer (COSA) System** menu, select **Transfer (COSA) Status Report**.



6. Provide the information requested for the report.

7.  Click the **Submit** button to view the report.

**Transfer Status Report**

School Year: 2010

Multi Sort      Excel

| ID | Last Name | First Name | MI | Sex | Grd | Ethnic Group | From Sch | To Sch | Status | Eff. Date |
|----|-----------|------------|----|----|-----|--------------|----------|--------|--------|-----------|
| 433745 | White | Betty | K | F | 10 | W | 125 | 602 | Approved -1 Year | 03/26/2010 |

Multi Sort      Excel

8.  Do the following, if desired:

- To view a list of transfer records for a student, click the ID link for that student.

**Transfer(COSA) List**

New

| Request School | Status | Effective Date | |
|----------------|--------|----------------|---|
| (209) LAKEWOOD ELEMENTARY | Approved | 09/04/2001 | View Only |
| (234) THOMAS S WOOTTON HIGH | Approved | 08/30/2010 | View/Edit |
| (237) FROST MIDDLE | Approved | 08/27/2007 | View Only |

New

- To export the detail to an Excel spreadsheet, click the **Excel** button. From there, you can print and save the report if needed.

# Updating Student Information

In the OASIS Enrollment module, you can maintain a student's current addresses and phone number and update a student's demographics.

A student can have a primary and an additional mailing address. Generally, the primary address is used for mailing all correspondence, including report cards. However, the additional address can be designated as the mailing address. Only one address will be used for mailing—the primary or the additional address—not both.

When you search for a student record, demographics including the addresses and phone number for the student will be displayed.

After searching for the desired student record, you can make any necessary corrections to the addresses, phone number, and demographics by navigating to the **Enrollment Main Page** menu and proceeding with the appropriate step-by-step instructions in the following sections.

To navigate the **Enrollment Main Page** menu, do the following:

1. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.
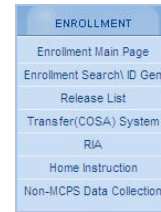
2. On the menu, select **Enrollment Main Page** to display that menu on the left of the page.

## Updating the Mailing Address and Phone Number

1. Navigate to the **Enrollment Main Page** menu.

2. On the menu, select **Update Address/Phone**.

3. Enter the new address and phone number.

When entering an address for the IN AREA MCPS residency types, first enter the zip code then enter the remaining address in the order of the fields on the page.

For the IN AREA MCPS residency type, only zip codes and street detail valid in a school's home area are available for selection.

4. Click the **Save** button.

## Updating Only the Phone Number

1. Navigate to the **Enrollment Main Page** menu.

2. On the menu, select **Update Phone**.



3. Type the new phone number.

4. Click the **Save** button.

## Adding an Additional Mailing Address

1. Navigate to the **Enrollment Main Page** menu.

2. On the menu, select **Update Address/Phone**.



3. For **Additional Addr. Y/N**, select **Yes**.



4. Enter the additional address.

5. Click the **Save** button.

## Designating an Alternative Mailing Address

If a student has a primary address and an additional address, you can designate either address as the mailing address for all correspondence, including report cards.

1. Navigate to the **Enrollment Main Page** menu.

2. On the menu, select **Set Mail Address Indicator**.



3. Select the address to use as the mailing address.

4. Click the **Save** button.

## Deleting an Additional Mailing Address

If you delete an additional mailing address, all correspondence will automatically be sent to the primary address.

1.  Navigate to the **Enrollment Main Page** menu.

2.  On the menu, select **Update Address/Phone**.



3.  For **Additional Addr. Y/N**, select **Yes**.

4.  Leave the remaining fields on the page as is.

5.  Click the **Save** button. The additional mailing address will be deleted.

## Updating a Student's Demographics

You can update a student's personal information, or demographics, in OASIS including selecting multiple race codes for the student. Each student is required to have at least one race code and one ethnicity designation. Refer to the Ethnicity and Race Designations section of this guide for a list of valid designations and designation descriptions.

1.  Navigate to the **Enrollment Main Page** menu.

2.  On the menu, select **Update Demographics**.



3.  Change the desired information.

Remember the following when changing information:

- If the social security number is unknown, leave that field blank. Do not to enter a pseudo social security number (beginning with 915).

- You must enter either the student's complete middle name or, if the student does not have one, check the **No Middle Name?** check box.

- The birth date will be validated to ensure the student is between 1 and 21 years old.

- Entries are not required in the **If no, U.S. entry date** field or **If no, entry date 1st U.S. school** field unless you select **No** in the **Is student U.S. citizen?** field.

4.  Click the **Update** button. A message will be displayed in the Student Enrollment List of the Enrollment Main Page indicating that the student's personal information has been updated.

# Ethnicity and Race Designations

The federal government requires reporting ethnicity and race using the designations below to more accurately reflect the nation's diversity. Individuals can be identified using more than one race category.

## Ethnicity Designation

**Hispanic** or **Latino**? Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race, are considered Hispanic or Latino.

## Race Designations

**American Indian or Alaska Native**: a person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.

**Asian**: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American**: a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander**: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White**: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

# Enrollment and Withdrawal Codes

Below are enrollment and withdrawal codes from the *Montgomery County Public Schools Student Recordkeeper Manual* that are available for use in OASIS, depending on the enrollment or withdrawal function you are performing.

## Enrollment Codes

**01**  First entry into any school – usually prekindergarten, kindergarten, or first grade, or first entry into any school from home schooling.

**02**  Continuing in the same school.

**06**  Re-entry after involuntary withdrawal from school during the current August/September-June reporting period.

**07**  Re-entry after voluntary withdrawal from school during the current August/September-June reporting period.

**08**  Re-entry after involuntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.

**09**  Re-entry after voluntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.

**10**  By transfer from another public school within MCPS.

**11**  Articulating from elementary to middle, or middle to senior.

**12**  Changing residence in Montgomery County.

**13**  By transfer from a Maryland public school outside Montgomery County.

**14**  By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school.

**15**  By transfer from a non-public school within Montgomery County.

**16**  By transfer from a Maryland non-public school outside Montgomery County.

**17**  By transfer from a United States non-public school or institution in another state or territory of the United States.

**18**  By transfer from a school (public or non-public) of a foreign country.

**21**  By transfer from an evening high school program.

**22**  By transfer from a state institution in Maryland with an educational program.

**24**  Re-entry from home schooling.

**25**  Parental choice transfer from a Title I public school designated for improvement into a school that has made adequate yearly progress (AYP).

**26**  Transfer from a public school pursuant to Unsafe School Transfer Option.

**27**  Transfer from a public school after having withdrawn due to a homeless situation.

## Withdrawal Codes

**RE**  Release for enrollment at another location.

**10**  Transfer to another public school within MCPS. Approved out of area transfer, placement because of a special program or special placement by PPW. Student's address has not changed.

**11**  Elementary to middle, or middle to senior.

**12**  Moving out of attendance area.

**13**  Transfer to a Maryland public school outside of Montgomery County.

**14**  Transfer to a public school in another state or territory of the United States, or from a United States overseas dependent school.

**15**  Transfer to a non-public school within Montgomery County.

**16**  Transfer to a Maryland non-public school outside of Montgomery County.

**17**  Transfer to a United States non-public school or institution in another state or territory of the United States.

**18**  Transfer to a school (public or non-public) of a foreign country.

**21** Transfer to an evening high school program.

**22** Transfer to a state institution in Maryland with an educational program. This includes mental health institutions, correctional institutions, and a juvenile services agency shelter care or detention facility.

**24** Home schooling pursuant to COMAR 13A.10.01.

**25** Transfer to a public school that has made adequate yearly progress (AYP) from a Title I public school designated for improvement, pursuant to COMAR 13A.01.04.07.

**26** Transfer to a public school pursuant to the Unsafe School Transfer Policy, COMAR 13A.08.01.20.

**27** Transfer to a public school due to homeless situation pursuant to COMAR 13A.05.09.03.

**30** Illness of such severity that precludes any educational program (e.g., home & hospital teaching). Medical certification required specifying nature of illness and approximate length of time student will be withdrawn.

**31** Academic. Student, 16 years or older, drops out due to lack of academic success including low grades and/or grade retention.

**32** Discipline. Student, 16 years or older, voluntarily drops out due to disciplinary problems as documented by multiple office referrals and/or suspensions, but has not been formally expelled from school.

**33** Lack of Interest. Student, 16 years or older, voluntarily drops out due to lack of personal motivation or interest in continuing education.

**34** Employment. Certified by documentation and the student is unwilling to remain in a regular or alternative educational program.

**35** Marriage. Certified by documentation.

**36** Military Service. Certified by documentation.

**38** Court Action. A student who is committed by court order to an institution without educational program.

**39** Economic Reasons. Student, 16 years or older, voluntarily drops out due to lack of financial resources and/or lack of family support or has caretaker responsibility for the extended family, excluding his/her children as documented by a social agency.

**40** Expulsion Under 16. Required withdrawal from school for disciplinary reasons of a student under 16 years of age by the direction of the superintendent or designee (not a valid code for students with disabilities under the Individuals with Disabilities Education Act).

**41** Immaturity. Immaturity under age five. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation.

**43** Death.

**44** Parenting. Any married or unmarried student, 16 years and older, who leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her children.

**46** Expulsion Age 16 and Over. Required withdrawal from school for disciplinary reasons of a student, age 16 years and older, by the direction of the school authorities (not a valid code for students with disabilities under the Individuals with Disabilities Education Act).

**50** Whereabouts Unknown. Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school, or whose whereabouts are unknown as documented by an appropriate school official. A student who is a runaway as documented by an appropriate governmental agency (e.g., Juvenile Services) or is known or suspected to be abducted as documented by an appropriate governmental agency (e.g., law enforcement official or social security).

**60** Graduating with Maryland High School Diploma.

**61** Graduating with Maryland High School Diploma and Montgomery County Public Schools Certificate of Merit.

**62** Special Education student graduating with Maryland High School Certificate.

**70**   Early college admission.

**71**   Pregnancy.

**Montgomery County Public Schools**
**850 Hungerford Drive, Rockville, Maryland 20850**