



Online Administrative Student Information System (OASIS) Enrollment Quick Reference Guide—RIA Procedures

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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 manage residency and international admission data used to clear students for enrollment.

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.

Managing Residency and International Admissions Data

Some students must start their enrollment at the Residency and International Admissions (RIA) office in the Department of Student Services:

- International students whose parents have established a *bona fide* residence in Montgomery County
- International students who are
 - residing in Montgomery County without parents and requesting a waiver of tuition
 - residing with parents who live in housing with a short-term lease
 - residing with a non-custodial parent
 - over that age of 18 and self supporting
 - residing with parents and awaiting completion of permanent housing within 60 days
- Foreign students

MCPS regulation JEA-RC, *Enrollment and Placement of International and Foreign Students* includes definitions of international and foreign students:

International students are

- Students from other countries with *bona fide* residency in Montgomery County who have not attended school in the United States at any time during the prior 2 years
- United States citizens who attended a foreign school outside of the United States, and interpretation of documentation, including educational records, is needed by the school for placement

Foreign students are persons of school age who are not United States citizens, maintain an official residence in another country, and come to the United States with visa status to visit or study.

- An exchange student holds a J–1 Visa and is under an approved exchange student program.
- A non-immigrant student holds an F–1 Visa and must be approved by the Immigration and Naturalization Service.
- A visitor holds a B–1 or B–2 Visa and comes for the sole purpose of visiting the United States.

RIA is the only unit in MCPS authorized to start and monitor compliance with procedures and regulations for the admission of non-immigrant visitor status students (F–1) and exchange students (J–1).

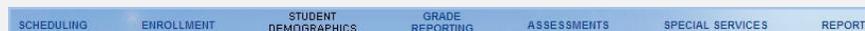
Adding an RIA Application

To add an RIA application for a student, you must do the following:

1. Verify or generate a student ID.
2. Update or enter the student’s address and phone number.
3. Input RIA data for the student.

► To verify or generate a student ID:

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 determining if the student already has an MCPS student ID or to generate one.

Enrollment Search

Unless doing an id search, name, gender, and birth date are required fields.

Student ID: SSN:

Last Name: First Name:

Gender: F M Birth Date:

Ethnicity:

- In the Enrollment Search section of the Enrollment Main 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.

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

Student ID	Last Name	First Name	M.I.	D.O.B.	Gen	Eth.	Age	Active	YN	
246124	Urban	Terry		04/06/1995	M	W	11	N		ASHBURTON ELEMENTARY (425) 3
278621	Blair	Tony	J	06/12/1995	M	W	11	N		PATHWAYS SCHOOL (680) 5
164286	Hanks	Tom	E	06/12/1995	M	W	11	N		NORTH BETHESDA MIDDLE (413) 5
222644	Lopez	George	M	06/12/1995	M	H	11	N		POTOMAC ELEMENTARY (601) 5
175610	Smits	Jimmy	M	06/12/1995	M	H	11	Y		PARKLAND MIDDLE (812) 5
210321	Washington	Denzel	S	06/12/1995	M	AA	11	Y		STRAWBERRY KNOLL (569) 5

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 student. If it is, proceed with the instructions for updating or entering the student's address and phone number, which begin in the next column. If it is not the same student, proceed to the next step to generate an ID.

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

Generate New Student ID

Creates a new student with new student id. To be used when student has never had ID previously assigned.

Last Name: Urban First Name: Keith

Middle Name: SSN:

Birth Date: 06/12/1995

MSDE Ethnicity and Race: N Y

Gender: Female Male

Ethnicity: White

Race (select as many as apply): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Is Student a U.S. citizen? Yes No

If no, U.S. entry date:

If no, 1st U.S. school entry date:

- 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.
- Click the **Generate Id** button. The Enrollment Main Page will open.

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. The student ID will be displayed on the Enrollment Main Page at the top of the Student Enrollment List.

Student Enrollment List

Student has never been enrolled

New Student Created! Keith Urban has now been assigned the new student id: 156952

Grade	School Name	School No.	ENR Code	Enroll Date	WD Code	Withdrawal Date	School Year	Release Date

- **To update or enter the student's address and phone number:**
- On the left of the page in the Enrollment Main Page menu, select **Update Address/Phone**.

2. **Scenario A—Student Previously Enrolled at MCPS:** The last known school, address, and phone number for the student will be displayed. Make any necessary changes, click the **Save** button, then proceed with the instructions for inputting RIA data for the student, which begin in the next column.

Scenario B—Student is New to MCPS: Proceed with the next step.

3. In the **Residency Type** field, select one of the following locations for the student’s address:
 - **OUT OF AREA MCPS (most likely selection)**—address is in Montgomery County, but the student has not yet been designated a home school area.

- **NON MCPS**—address is not in Montgomery County or is a new street not yet found in OASIS, or the student will pay tuition, for example.
4. Complete the address for the student. Address fields are displayed on the page based on the residency type selected.

For the OUT OF AREA MCPS residency type, only zip codes and street detail valid within Montgomery County are available for selection. When entering an address for the OUT OF AREA MCPS residency type, first enter the zip code then enter the remaining address in the order of the fields on the page.

5. In the **Home Phone** field, enter the home phone number. If there is no landline phone at home, enter a parent’s, host 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.
6. Click the **Save** button.



After a student is actively enrolled, only designated school staff can change the student’s address and phone number.

To input RIA data for the student:

1. Go to the tab bar at the top of the page.

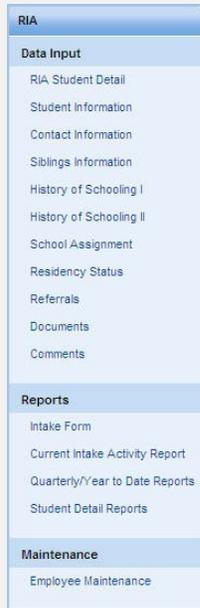


2. Hover your mouse over the ENROLLMENT tab to display a menu.



3. On the menu, select **RIA**. On the left, RIA Data Input links will be displayed. You can progress through data input pages by clicking any one of these links. Sometimes you can advance to the next data input page by

either clicking the **Save** button or the **Next** button on the open data input page.



5. Enter on this page information provided during intake.
6. Click the **Save** button. The Contact Information page will open.

On the right, the RIA Student Detail page will open.

4. On the RIA Student Detail page, click the **New** button. The Student Information page will open.

7. On the Contact Information page, enter the name of and phone numbers for the adults responsible for the student's care.
8. Click the **Save** button. The information that you entered will be displayed at the bottom of the page.

Responsible Adults

First Name Last Name Relationship: Home Phone: Work Phone: Cell Phone:

[Save](#) [Next](#) [Cancel](#)

Responsible Adults

[Multi Sort](#)

First Name	Last Name	Relationship	Home Phone	Work Phone	Cell Phone
Mariele	Urban	MOTHER	2400000000	3010000000	Update Delete

[Multi Sort](#)

- At this point, you can do the following:
 - Enter information for an additional responsible adult, and click the **Save** button.
 - Click the **Update** link for any of the adults listed to change any information entered.
 - Click the **Delete** link to remove an adult from the list.
 - Click either the **Siblings Information** link on the left of the page or the **Next** button to enter information about the student’s brothers and sisters, if applicable.
- When you are ready to proceed, open either the Siblings Information page or the History of School I page if the student has no siblings. If the latter, go to step 14.

Students' Siblings Living in Household:

First Name Last Name Brother/Sister DOB In MCPS?

Sibling:

[Save](#) [Next](#) [Cancel](#)

Siblings

[Multi Sort](#)

First Name	Last Name	Brother/Sister	Birth Date	In MCPS?
No Records Found.				

[Multi Sort](#)

- Enter the name, relationship, and date of birth of any siblings, and in the **In MCPS?** field select **Yes** or **No** to indicate if the sibling is an MCPS student.
- Click the **Save** button. The information that you entered will be displayed at the bottom of the page.

Students' Siblings Living in Household:

First Name Last Name Brother/Sister DOB In MCPS?

Sibling:

[Save](#) [Next](#) [Cancel](#)

Siblings

[Multi Sort](#)

First Name	Last Name	Brother/Sister	Birth Date	In MCPS?
Jack	Urban	Brother	12/19/1992	No Update Delete

[Multi Sort](#)

- At this point, you can do the following:
 - Enter information for an additional sibling, and click the **Save** button.
 - Click the **Update** link for any of the siblings listed to change any information entered.
 - Click the **Delete** link to remove a sibling from the list.
 - Click either the **History of Schooling I** link on the left of the page or the **Next** button to begin entering school history information.
- When you are ready to proceed, open the History of Schooling I page.

RIA History of Schooling

From Date: To Date: From Grade: To Grade: Country: Status: US Grade Comp:

N/A, there is no school history available.

Schooling History

Multi Sort

From Date	To Date	From Grade	To Grade	Country	Status	US Grade Level
No Records Found.						

Multi Sort

15. Do one of the following:

- If the student’s school history is unknown, click to check the **N/A, there is no school history available** check box.
- Enter the information requested about the location and status of the student’s schooling at each grade level.

 If the grade level in the **To Grade** field has not yet been completed, enter a value in the **US Grade Comp.** (U.S. grade completed) field to indicate the previous grade level completed.

16. Click the **Save** button. The information that you entered will be displayed at the bottom of the page.

RIA History of Schooling

From Date: To Date: From Grade: To Grade: Country: Status: US Grade Comp:

N/A, there is no school history available.

Schooling History

Multi Sort

From Date	To Date	From Grade	To Grade	Country	Status	US Grade Level
09/04/2001	06/21/2006	1	5	UNITED STATES	Accredited School	5 Delete
09/03/2006	06/20/2010	6	9	AUSTRALIA	Equivalent to U.S. Grade	9 Delete

Multi Sort

17. At this point, you can do the following:

- Enter information for any additional schooling history, and click the **Save** button.
- Click the **Delete** link to remove a schooling history entry from the list.
- Click the **Schooling History II** link on the left of the page to enter additional schooling history information.

 To update a schooling history entry, you must delete the entry then re-enter it.

18. When you are ready to proceed, open the History of Schooling II page to continue entering schooling history.

RIA History of Schooling

Last Grade Completed: Date Completed:

Language of Instruction: Evaluation Needed:

School Records Provided: To be presented in: Days.

Records Received Date: Pending:

Please select any of the below that apply. Comment if any are selected.

Student has any physical, emotional or mental conditions that may prevent learning

Student has been suspended or expelled from school

Student’s schooling delayed or interrupted

Student has received any special help such as IEP*, Plan 504*, tutoring, small class instruction, etc

Student needs special help to do well in school

Student or family under extreme circumstances that are impacting or may impact their welfare

Comments:

Evaluation of Foreign Transcripts

1st Evaluation: Date:

2nd Evaluation: Date:

3rd Evaluation: Date:

ISAO Staff:

19. Enter the information requested, and click the **Save** button. The School Assignment page will open.

20. In the **If not ESOL (Home School)** field, select the appropriate school assignment or, when recommending a student for the Multidisciplinary Education, Training, and Support (METS) program, select the appropriate school level. The METS program is designed to meet the linguistic and academic needs of English language learners who have had limited or no previous schooling or schooling gaps of 2 years or more due to interrupted or disrupted education.

The **Cluster** and **Assigned** fields should fill in automatically based on the selection in the **If not ESOL (Home School)** field.

 To be able to select an option in the **If not ESOL (Home School)** field, you must have entered an address for the student. The selection of home schools is based on the address.

21. In the **Grade Placement Rec.** (grade placement recommendation) field, select one of the following options:

- **Special Grade Placement**—placement in METS or grade level other than the regular grade level. In the **Comments** field, state the reason for this recommendation.
- **Regular**—normal placement for any student of this age and grade level.
- **Principal’s Decision**—placement in special education.

After you select one of these placement recommendations, the appropriate selection list in the **Grade Level Rec.** (grade level recommendation) field will become available.

22. In the **Grade Level Rec.** field, select a recommended grade level for the student.
23. In the **Comments** field, enter reasons for recommendations or other explanatory information.
24. Click the **Save** button. The Residency Status page will open.

25. On the Residency Status page, enter a recommendation for enrollment based on an evaluation of RIA residency documentation selected on the page.

26. Click the **Save** button. The Referrals page will open.

RIA Only Referrals Page;

Referrals	 Outcomes/Status
<input type="checkbox"/> ESOL Testing Center:	N/A Level: Please Sele Date:
<input type="checkbox"/> ESOL Parent Center:	
<input type="checkbox"/> School Health Services:	
<input type="checkbox"/> METS:	N/A Date:
<input type="checkbox"/> Head Start/Pre-K:	N/A
<input type="checkbox"/> Enrollment & Attendance Compliance Unit:	N/A
<input type="checkbox"/> Division of Controller:	N/A
<input type="checkbox"/> Parent Questionnaire	
Follow-Up:	
10 Day Letter:	11/04/2010
30 Day Letter:	11/24/2010
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

RIA Student Documents Page;

I. Document Related to Student's age: Birth Certificate Passport/Visa Family Bible Hospital Certificate
 Permanent resident Alien Card Other Legal or Notarized Identification

II. Document Related to parents' ID: Passport Maryland Identification Card/ Driver's License
 Visa/Permanent Resident Alien Card Other Official Identification Card

III. Document showing parent/minor relationship: Student's birth certificate including parents' names Official adoption documentation Family Book Hospital birth certificate INS documents

IV. Document Related to Student's Custody: Court Documentation showing guardianship Notarized document from student's parent transferring legal custody Single parent's statement of custody

V. Parent's Proof of County Residency: Current rental lease for one year or more
 Tax Property Bill
 Expired rental lease & current utility bill
 Private rental lease in a private household
 Notarized Shared Housing Disclosure 335-74 signed by parent and homeowner tenant
 Please Official Document(s) showing parents' names & current address; banks letters or statements; official correspondence from government agencies, hospitals, registered business, churches, insurance companies, employment, current utility bills; Maryland identification card, MD's driver's license, etc. (Private correspondence from friends, realitives, etc., are not acceptable).

VI. Student's official school records: Student's official school records(Indicating levels & years needed)
 Letter from Ministry of Ed. indicating student didn't complete a high school education

VII. Other document: Death certificate(s) of one or both parents
 Immunization Records
 Marriage Certificate
 Other

Other Document Comment:

27. On the Referrals page, select any special services recommended, and check the Parent Questionnaire check box. Later maintain the status and outcome of these recommendations on this page.
28. Click the **Save** button. The Documents page will open. This page is not being used at this time, so proceed with the next step.

29. If the student has not been cleared, on the left of the page under Data Input, click the **Comments** link. The Comments page will open.

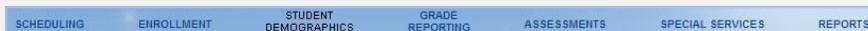


30. On the Comments page, enter any comments you have about the student not being cleared.
31. Click the **Save** button to save the comments and enter another comment if desired.

Updating an RIA Application

i While updating an RIA application, if you repeatedly click an **RIA Data Input** link and the RIA Student Detail page continues to display, then on the RIA Student Detail page in the RIA Application List, click the **Edit/View Application** link for the application you are updating. You should then be able to open another data input page by clicking the appropriate **RIA Data Input** link.

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 **RIA**. The RIA Student Detail page will open.



5. In the RIA Application List, click the **Edit/View Application** link for the application you want to update. On the left of the page are **RIA Data Input** links for opening pages in the student’s RIA application.



6. Click the desired **RIA Data Input** links to open and update the appropriate pages.

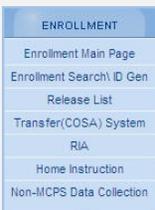
7. Click the **Save** button on each page that you update.

Deleting an RIA Application

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 **RIA**. The RIA Student Detail page will open.



5. On the RIA Student Detail page in the RIA Application List, click the **Delete** link for the application you want to delete.
6. A message will be displayed prompting you to confirm that you want to delete the application and everything attached to it as well.
7. On the message, click the **OK** button to confirm deletion.

Generating an Intake Form

The Intake Form is a formatted, printable, portable document format (PDF) version of information entered on a student’s RIA application in OASIS. Following are instructions for generating the Intake Form.

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 **RIA**. The RIA Student Detail page will open.



5. In the RIA Application List, click the **Edit/View Application** link for the application for which you want to generate the form. On the left of the page are links for performing various RIA functions.

RIA
Data Input
RIA Student Detail
Student Information
Contact Information
Siblings Information
History of Schooling I
History of Schooling II
School Assignment
Residency Status
Referrals
Documents
Comments
Reports
Intake Form
Current Intake Activity Report
Quarterly/Year to Date Reports
Student Detail Reports
Maintenance
Employee Maintenance

- Under Reports, click the **Intake Form** link. The Intake Form will open in Adobe® Reader. In Adobe® Reader, you can select options from the **File** menu to print, save, and exit.

A sample Intake Form is shown on the next page.

INTAKE AND REFERRAL FORM FOR INTERNATIONAL STUDENTS
International Student Admission Office Department of Student Services MCPS

Intake Date: 09/10/2010 Staff: Clinton, Hillary Date Cleared: 09/10/2010 Staff: Clinton, Hillary

I. INFORMATION PROVIDED BY PARENT/CUSTODIAL ADULT/STUDENT

A. PERSONAL INFORMATION

163922 Ewing Patrick
Student ID Legal Last Name Legal First Name Middle name Preferred First Name
Gender: M DOB: 03/17/2001 Ethnicity: African American, Not Hispanic (Federal law requires this information be provided by parent/school staff)
First Language: ENGLISH Home Language: ENGLISH Region: Central America and the Caribb.
Country of Citizenship: JAMAICA Country of Birth: JAMAICA Entry Date: 06/25/2010
Imm. Status: IM Address: 160 HORNET'S NEST WAY GERMANTOWN MD 20874 Phone: 240-000-0000

F1 Student Exchange Student J1 Homeless-MCPS Form 335-77 Kinship Care-MCPS-form 334-17

If homeless please indicate if you desire the student to take an English proficiency test, in Room 100, here at Raging Horse Road Center before the school admission is completed.
(This test determines the student's English proficiency level.): **Yes** Responsible Adult Initials: _____

Responsible Adults living at same address

First Name	Last Name	Relationship	Home phone	Work Phone	Cell Phone
Robert	Ewing	FATHER	240-000-0000	--	--

B. HISTORY OF SCHOOLING: Last Grade Completed: 3 Date: 06/15/20 Language of Instruction: --

Start date	End date	From Grade	To Grade	Country
09/01/2006	6/15/2010	15	3	JAMAICA

Evaluation Needed School Records Provided To be presented in ___ days Pending: _____

Please comment below if you check any of the following questions:

1 No Does student have any physical, emotional or mental condition that may prevent learning?	4 No Has the student received any special help such as IEP*, Plan 504*, tutoring, small class instruction, etc?
2 No Has the student been suspended or expelled from school?	5 No Does student need any special help to do well in school?
3 No Was the student's schooling delayed or interrupted?	6 No Is the student or any member of the family under extreme circumstances that are impacting or may impact their welfare?

Comments: _____

*Terms used by US laws to name special services

C. PARENTS STATEMENT
This information as submitted on this form and on any attachments is accurate, complete and true to the best of my knowledge. I understand that falsification of any information submitted shall be cause for denial of enrollment. Furthermore, I understand I am responsible for reporting to the school principal if the student becomes a non-resident of this county and that I am liable for tuition for any periods that the student may be a non-resident, unless homeless. If my child has an IEP, I understand that an IEP team must determine his/her placement.

Signature, Custodial Adult: _____ Date: _____

INTAKE AND REFERRAL FORM (Continued 2)

Student Name: Ewing Patrick
Legal Last Name Legal First Name

SCHOOL ASSIGNMENT AND GRADE PLACEMENT

Home School: CLOPPER MILL ELEMENTARY Assigned School: CLOPPER MILL ELEMENTARY
If ESOL 1-3: _____ If ESOL 4: _____
Grade Placement Recommendation: Regular Grade Level Recommendation: 4
Comments: _____

Grade placement may be adjusted upon receipt and evaluation of school records
 Because of late entry student may not receive high school credits for the semester

FOR ISAO USE ONLY

RESIDENCY STATUS

Student is eligible for enrollment

* The following must be provided within ___ days of enrollment: _____
 * Homeless status, student must be enrolled in school without regular documentation

Student is not eligible for enrollment until approval from the Enrollment and Attendance Compliance Unit or receipt of school tuition payment is presented to the school

Documentation Reviews

ISAO Verification Documentation in English

<input checked="" type="checkbox"/> Property Tax	<input type="checkbox"/> Current Lease
<input checked="" type="checkbox"/> Shared Housing info.	<input checked="" type="checkbox"/> Utility Bill
<input checked="" type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> PassPort/Visa
<input type="checkbox"/> Doctor/Hospital Certificates	<input type="checkbox"/> Family Books/Church Records

Other Documentation: _____

ISAO Verification Documentation in Foreign Language

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Doctor/Hospital Certificates	<input type="checkbox"/> Family Books/Church Records
<input type="checkbox"/> Educational/Psychological Assessments	<input type="checkbox"/> Custodial Letters	<input type="checkbox"/> School Records
<input type="checkbox"/> Medical Evaluation Reports	Other Documentation: _____	

Parent Questionnaire

II FOR ESOL/BILINGUAL DIVISION USE ONLY

ESOL TEST: ELP Test Date: _____ ESOL Assessment Level: _____ ESOL Staff: _____
METS REFERRALS: Review Date: _____ Received by: _____
METS Status: Accepted School Transportation Arranged
 Referred to Home School to wait for program availability Not Eligible for METS



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

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