

Student Inquiry Quick Guide

Summer 2009

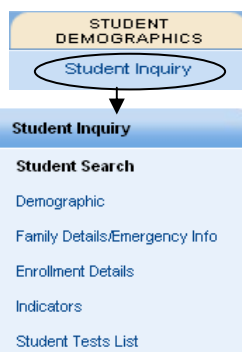
Introduction

The Student Inquiry module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). This module is a lookup tool for retrieving data on any MCPS student, active or inactive. See the Student Inquiry Manual for additional information. Remember – all data in OASIS is confidential and for MCPS educational use only.

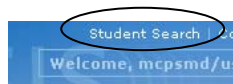
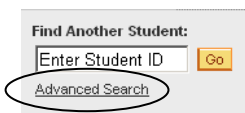
Search for Students

OASIS opens to the student search screen.

To return to this search screen, hover over the Student Demographics tab, select Student Inquiry, and then click on Student Search in the left side of your screen.

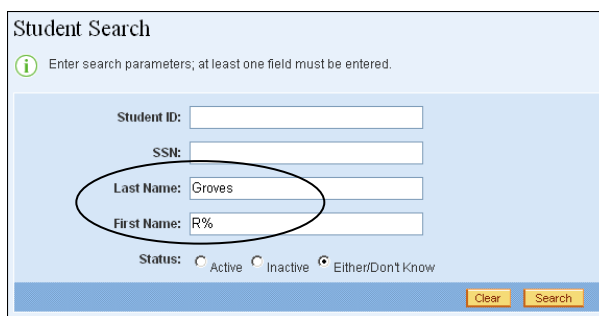


You can also click on the Student Search link in the top blue area of your screen, or most pages have a quick search and advanced search in the left column.



Enter search criteria in one or more fields.

Use the percent sign (%) as a wildcard to enter an unknown part of a name or number. This is especially useful at the end of a name to find juniors, and to find names that may or may not have a hyphen.



Examples:

Beck% finds: Beck Beckett Beckman Beck, Jr	%Ruiz% finds: Cortez-Ruiz Gonzalezruiz Ruiz Ruiz Escobar	%Rodri%ue% finds: Arias Rodrigue Rodrigues JR Rodriquez Rodriguezmeji	%berg% might find: Alsberg Berganza-Cam Lambergman Summers-Berger
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To further limit your search, click an option button for status:

Active: currently enrolled students

Inactive: not currently enrolled

Click Search button.

View Student Information

Select Student

The search results screen appears if matches are found.

If the search finds more than 100 matches, you will get a message to refine your search criteria.

Active students will show in bold type, and the Status column will show Y.

Inactive students will show in regular type. And the Status column will show N.

Student Search								
Search Results (Click on a column heading to sort the list)								
Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active Y/N	Last School Name	Last School No.
743	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
621	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
980	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
585	H	R	S	01/03/1982	24	N	Sherwood High	503
621	H	S	N	09/23/1984	22	N	Walter Johnson High	424
563	H	S	M	05/04/1981	25	N	N/A	0

To see a student's record, click the Student ID. The student whose record is retrieved is now the current student.

The basic information for your current student is in a gray box on the left side of the screen

Student Detail School Detail

Stu Name
 ID: 401362 (active)
 ARCOLA ELEMENTARY (790)
 Grade 1
 DOB: 1/1/2001
 Male
 1

Hide

Note the Hide/Open button at the bottom of this Student Detail box. It allows you to reduce or expand the box to show less or more information.

Student Detail School Detail

Stu Name
 ID: 401362 (active)

Open

Student Inquiry

Student Search

Demographic

Family Details/Emergency Info

Enrollment Details

Indicators

Student Tests List

Other options on the left side of the screen allow you to view various pieces of student information. The default is Demographics. Click on other options to view the other information.

Demographic

If only one student matches your search criteria, OASIS will immediately present the demographic screen instead of the search results screen.

Inactive students will not display some parts of this information.

Demographics

Student: 100000 Virginia S. ... (active)		Gender: F
Current School: BEALL ELEMENTARY (207)		Grade: 15
Homeroom Teacher: Patricia Pickrel	Homeroom Section: 75	Year-to-Date Absences/Tardies: 0 / 0
DOB: 01/01/2000	MCPS Entry Date (without break): 08/26/2008	Days Absent Last Year:
Next Year's School No.:	Current School Entry Date (without break): 08/26/2008	ESOL Language:
Ethnicity: Asian/Pacific Islander	Withdrawal Date:	ISAO Language:
Phone: 301-201-0000	School Entry Code: 01	Native Country:
Primary Address: 120 WILSON AVE ROCKVILLE MD, 20850 (Mailing Address)	Withdrawal Code:	
Additional Address: N/A		

Family Details/Emergency Info

The Emergency Info screen displays for the student.

This information is kept up to date by school staff. In addition, some parents can update their children's information online.

Emergency Info

STUDENT NAME:		STUDENT ID:	GRADE:	SECTION:	HR TEACHER:
HOME PHONE:		DATE OF BIRTH:	GENDER:	BUS NO.:	CUSTODY CONCERNS:
HOME ADDRESS:		ADDITIONAL MAILING ADDRESS:			
LANGUAGE SPOKEN AT HOME:		CORRESPONDENCE LANGUAGE:			
USE MD RELAY 711 FOR HOME CONTACTS:		RELEASE CONTACT INFO TO MILITARY RECRUITERS: N/A			
NAME OF RESPONSIBLE ADULT:		NAME OF RESPONSIBLE ADULT:			
WORK PHONE:	CELL PHONE:	WORK PHONE:	CELL PHONE:		
EMAIL:		EMAIL:			
RELATIONSHIP TO STUDENT:		RELATIONSHIP TO STUDENT:			
IF PARENT CANNOT BE REACHED, PERSON TO BE CONTACTED IN CASE OF EMERGENCY-NAME (LAST, FIRST):					
PHONE:		CELL PHONE:		EMAIL:	
RELATIONSHIP TO STUDENT:					
PERSON RESPONSIBLE FOR STUDENT AFTER SCHOOL-NAME(LAST, FIRST):					
ADDRESS:					
PHONE:		CELL PHONE:		EMAIL:	
RELATIONSHIP TO STUDENT:					
PHYSICIAN CONTACT: (NAME)			PHYSICIAN PHONE: (NAME)		
DENTIST CONTACT: (NAME)			DENTIST PHONE: (NAME)		
HOSPITAL PREFERENCE: (NAME)					
ALLERGIES - MEDICATIONS:					
ALLERGIES - BEE STINGS:					
ALLERGIES - OTHER:					
CURRENTLY PRESCRIBED MEDICATIONS (OPTIONAL):					
OTHER CONCERNS:					
HEALTH INSURANCE:					
DOES THE STUDENT HAVE A HEALTH CONDITION REQUIRING POSSIBLE EMERGENCY CARE?:					
IS MEDICATION BEING ADMINISTERED BY SCHOOL STAFF ON A CONTINUING BASIS?:					
Authorization for school to administer first aid and/or take child to a physician or hospital for emergency treatment in the event it appears necessary and neither parent/guardian can be contacted.					
PARENT/GUARDIAN NAME:					

Enrollment Details

The Enrollment Details screen displays for the student with their newest enrollment record at the top.

The current enrollment for the student appears in bold font.

After January 1 a future enrollment may show at the top. This is the next year school enrollment record.

Student Demographics - Student Inquiry

Enrollment Details

Grade	School Name	School Number	Enroll Code	School Entry Date	Withdrawal Date	Withdrawal Code	School Year	Absences	Tardies
8	ARVILLE MIDDLE	823	12	08/28/2006		00	2007		
7	ARVILLE MIDDLE	823	02	08/29/2005		00	2006	8.8	
6	ARVILLE MIDDLE	823	11	08/30/2004	06/16/2005	99	2005	7.0	
5	ROCK VIEW ELEMENTARY	795	02	08/26/2003	06/16/2004	99	2004	9.0	
4	ROCK VIEW ELEMENTARY	795	02	08/27/2002	06/21/2003	99	2003	4.0	
3	ROCK VIEW ELEMENTARY	795	02	09/04/2001	06/21/2002	99	2002	4.5	
2	ROCK VIEW ELEMENTARY	795	02	09/05/2000	06/20/2001	99	2001	8.0	
1	ROCK VIEW ELEMENTARY	795	02	09/01/1999	06/16/2000	99	2000	4.0	
15	ROCK VIEW ELEMENTARY	795	01	08/21/1998	06/18/1999	99	1999	5.0	

Indicators

To view student indicators, click Indicators on the left-hand menu. The Student Indicators page for the student appears. Program participation by school level is indicated by Y (yes) or N (no).

You may also see **Marking Period Average, Eligibility, and Honor Roll** information for each quarter listed at the bottom of this screen.

Student Indicators

Elementary or Middle / High		Middle / High Only	
ESOL: N	Special Ed: N	Honors Indicator: NA	Secondary Magnet: N
Elem Gifted/Talented: Y	Special Ed (15 hrs or less): N	Secondary Spec Prog: N	Inter Baccalaureate Prog: N
Youngest or Only: Y		GPA: 4.00	WGPA: 4.62
MP1	MP2	MP3	MP4
MPA:	MPA:	MPA:	MPA:
Eligibility:	Eligibility:	Eligibility:	Eligibility:
Honor Roll:	Honor Roll:	Honor Roll:	Honor Roll:

Student Tests List

To view any test lists for which the student is responsible, click Student Tests List on the left-hand menu.

Click on individual test names to see scores. This information may be restricted for some users.

Student Demographics - Student Inquiry

Student Test List

Test Name	Date Administered
ADVANCED PLACEMENT TESTS	2007/06
HSA BIOLOGY 2006-2007	2007/05
HSA BIOLOGY 2005-2007 - TRANSFER CREDIT	2007/05
HSA ENGLISH 2 2006-2007	2007/05
LAS LINKS TEST LEVEL 5	2007/03
SAT-AFTER MARCH 2005	2006/10
HSA GOVERNMENT MAY 2006	2006/05
LAS LINKS TEST LEVEL 5	2006/04

Enhanced Search

This search allows searching for students by home street and the primary contact listed on the student's emergency card. The search limiting a search by school and gender. On the Student Demographics tab, select Student Inquiry. In the left columns select the bottom option in the light blue area Enhanced Search.

The Enhanced Search screen appears. →

The wildcard character is the percent sign (%) on this page. Use this to indicate one or more unknown characters.

If you put in a first name for a student, you MUST put something in the last name field. If you do not know the last name, try a few searches using vowels as almost all last names contain at least one vowel. Search once with %a% in the last name field. If you do not find the student, try %e%, %i%, %o%, %u%, or %y%.

If you are searching by the primary contact, you can use just a last name, or first name.

To search by street, just enter the direction if needed, the street name without the house number, and the street type.

You can search all schools, or limit your search to one school choosing No in the All Schools option, and then selecting a school in the field on the left. The school showing in the School Detail gray area is the school that will be searched.

Once you find a student, you can see other students with the same address in their primary address field by clicking on the Lives With link. The results returned show other students with the same street address. Remember that these might be previous students from that address that moved, or other students in the same apartment building.

Student ID	Lives With	Last Name	First Name
123456	Lives With	Doe	Johnny

