
**The Office of
Information and Organizational Systems**

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

Student Inquiry

User Manual

Version 2.3

Revised: November 1, 2007

Table of Contents

Introduction.....	1
1 Review Information About a Student	2
2 Common Tasks	6
2.1 Log On and Off of OASIS	6
2.2 Search for Students	6
2.3 Select a School.....	9

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. A student search facility provides information on a student's demographics as well as family details/emergency information (from entries to the Emergency Card module), indicators, enrollment, and tests list.

1 Review Information About a Student

To review a student’s demographic information:

1. Log on to OASIS.
2. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.

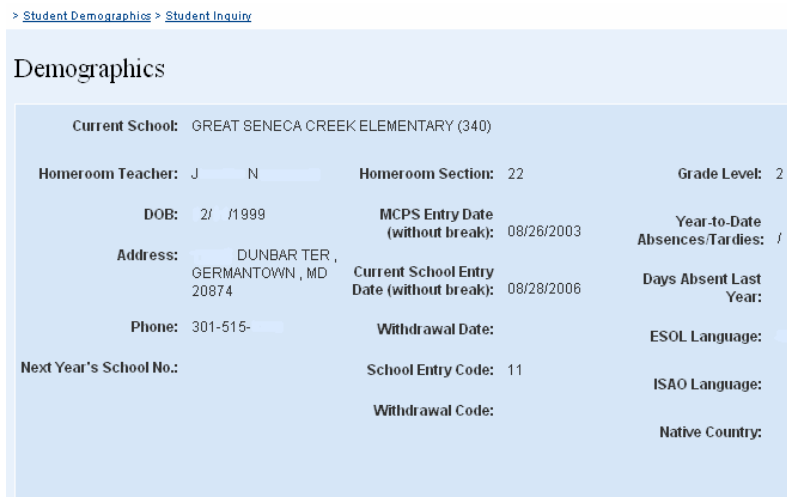


3. Click **Student Inquiry**.

If you have not selected a school, you may be asked to do so. See Section 2.3 Select a School for more information.

If you have not already selected a student, you will be asked to do so. See Section 2.2 Search for Students for information on this task.

4. To view demographic information about the student, click **Demographic** on the left-hand menu. The **Demographics** screen displays for the student.



5. To view information about the student’s family, click **Family Details/Emergency Info** on the left-hand menu. The **Emergency Info** screen displays for the student.

> [Student Demographics](#) > [Student Inquiry](#)

Emergency Info

STUDENT NAME: A , A		STUDENT ID: 319231		GRADE: 0	SECTION:	HR TEACHER:
HOME PHONE: (301) 365-	DATE OF BIRTH: 9/6/1989	GENDER: F	BUS NO.:	CUSTODY CONCERNS:		
HOME ADDRESS:		ADDITIONAL MAILING ADDRESS: 850 Hungerford Dr., Rockville MD 20854				
LANGUAGE SPOKEN AT HOME: OTEspananto			CORRESPONDENCE LANGUAGE: KO			
NAME OF RESPONSIBLE ADULT: GUARDIAN, A			NAME OF RESPONSIBLE ADULT: W , S			
WORK PHONE: (250) 555-0000	CELL PHONE:	WORK PHONE:	CELL PHONE:			
EMAIL:			EMAIL:			
RELATIONSHIP TO STUDENT: GUARDIAN MALE			RELATIONSHIP TO STUDENT: MOTHER			
IF PARENT CANNOT BE REACHED, PERSON TO BE CONTACTED IN CASE OF EMERGENCY-NAME (LAST, FIRST): CLOSERELATIVE, HER						
PHONE:	CELL PHONE: (301) 555-1212	EMAIL:				
RELATIONSHIP TO STUDENT: AUNT						
PERSON RESPONSIBLE FOR STUDENT AFTER SCHOOL-NAME(LAST, FIRST): mother,						
ADDRESS: same as home						
PHONE:	CELL PHONE:	EMAIL:				
RELATIONSHIP TO STUDENT: MOTHER						
PHYSICIAN CONTACT: (NAME) ALBERT SCHWEITZER,			PHYSICIAN PHONE: (NAME) (202) 555-1212			
DENTIST CONTACT: (NAME) ALFRED EINHORN,			DENTIST PHONE: (NAME) (410) 555-1212			
HOSPITAL PREFERENCE: (NAME) Holy Cross						
ALLERGIES - MEDICATIONS:						
ALLERGIES - BEE STINGS: Yes						
ALLERGIES - OTHER:						
CURRENTLY PRESCRIBED MEDICATIONS (OPTIONAL):						
OTHER CONCERNS:						
HEALTH INSURANCE: Private						
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: Y-A. GUARDIAN						

- To view the student's enrollment history, click **Enrollment Details** on the left-hand menu. The **Enrollment Details** screen displays for the student. The current enrollment for the student appears in bold font.

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

Enrollment Details


Grade	School Name	School Number	Enroll Code	School Entry Date	Withdrawal Date	Withdrawal Code	School Year	Absences	Tardies
8	ARGYLE MIDDLE	823	12	08/28/2006		00	2007		
7	ARGYLE MIDDLE	823	02	08/29/2005		00	2006	0.0	
6	ARGYLE 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	08/31/1998	06/18/1999	99	1999	5.0	

7. 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).

Note: If a middle/high school student is enrolled in an MCPS International Baccalaureate program, view the location information by clicking the dynamic link.

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

Student Indicators

 No data found.

Elementary or Middle / High		Middle / High Only	
ESOL: N	Special Ed: Y	Honors Indicator: NA	Secondary Magnet: N
Farms: N	Elem Gifted/ Talented: N	Secondary Spec Prog: N	Inter Baccalaureate Prog: N
Youngest or Only: N			

8. To view any test lists for which the student is responsible, click **Student Tests List** on the left-hand menu. The **Student Test List** screen displays for the student.

> [Student Demographics](#) > [Student Inquiry](#)

 [Printer Friendly](#)

Student Test List


Multi Sort	
Test Name	Date Administrated
ADVANCED PLACEMENT TESTS	2007/05
HSA BIOLOGY 2006-2007	2007/05
HSA BIOLOGY 2006-2007 - 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
Multi Sort	

2 Common Tasks

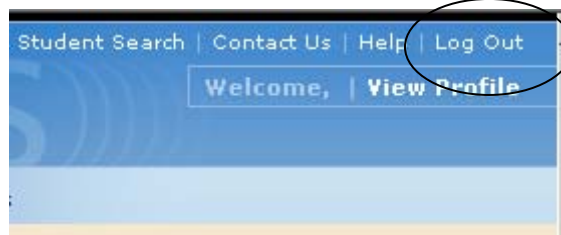
2.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your User name and Password, and select the appropriate domain.
2. When finished, click **Go**.



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



2.2 Search for Students

To search for the student's record:

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

The screenshot shows the 'Student Search' page in the OASIS system. The page header includes the MCPS logo and 'Montgomery County Public Schools Online Administrative Student Information System'. Navigation tabs for 'SCHEDULING', 'ENROLLMENT', 'STUDENT DEMOGRAPHICS', and 'GRADE REPORTING' are visible. The 'STUDENT DEMOGRAPHICS' tab is active. On the left, there is a 'Student Detail' sidebar with a 'No Student.' message and a 'Find Another Student:' section with an 'Enter Student ID' field and a 'Go' button. A 'User Tip' box below it states: 'Welcome to OASIS! Suspensions and Student Programs modules will be back online by the first day of school.' The main search area contains a message: 'Enter search parameters; at least one field must be entered.' Below this are input fields for 'Student ID:', 'SSN:', 'Last Name:', and 'First Name:'. The 'Status:' section has radio buttons for 'Active', 'Inactive', and 'Either/Don't Know', with 'Either/Don't Know' selected. 'Clear' and 'Search' buttons are at the bottom right.

2. 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.

This close-up view of the 'Student Search' form shows the following search criteria entered: 'Groves' in the 'Last Name' field and 'R%' in the 'First Name' field. The 'Status' radio buttons are set to 'Either/Don't Know'. The 'Clear' and 'Search' buttons are visible at the bottom right.

3. For Status, click an the 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
4. Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

Student Search

Search Results (Click on a column heading to sort the list)

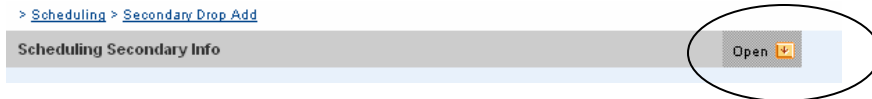
Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
743	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
621	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
960	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
585	H	R	S	01/03/1982	24	N	Sherwood High	503
621	H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

5. To see a student’s record, click the **Student ID**.

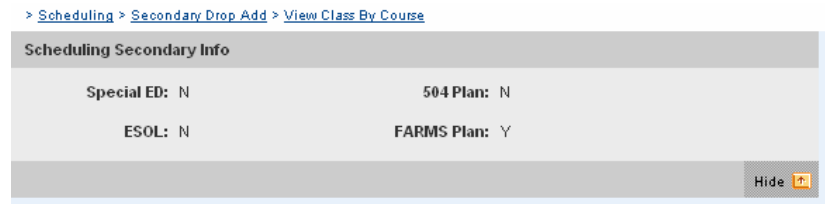
The student whose record is retrieved is now the current student. Student-based work that you perform in this module will pertain to that student until you retrieve another student’s record.

In many cases, secondary information about the student is available but is hidden by default on the screen.

- Click its **Open** button to view that information.



- Click its **Hide** button to hide the information.



Note: You can search for a new student at any time while you are working in a module. Enter a Student ID number in the Search box on the left-hand menu and click **Go**.

6. Some students have enrollments in more than one school, including non-MCPS schools. If you select **Scheduling → Secondary Drop Add → Student Class Drop/Add**, all

enrollments will display on the Enrollment List screen. Click **View Schedule** for the school schedule you want to view.

School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROCKVILLE HIGH	11/07/2005		View Schedule
789	ALBERT EINSTEIN HIGH	08/29/2005	11/07/2005	View Schedule

2.3 Select a School

If you are involved in more than one school, you be asked to select the appropriate one. To do so,

1. On the right-hand menu, see the **School Detail** tab.
2. Under **Select Another School**, click the down arrow. A list of schools appears.
3. Click the school name to select it.

The screenshot shows the 'Master Schedule Maintenance' interface. The top navigation bar includes 'SCHEDULING', 'ENROLLMENT', 'STUDENT DEMOGRAPHICS', 'GRADE REPORTING', 'ASSESSMENTS', and 'REPORTS'. The main content area is titled 'Teacher List' and displays a message: 'Please select a school before continuing.' On the left-hand menu, the 'School Detail' tab is selected. Under the 'No School.' section, the 'Select Another School:' dropdown menu is open, showing a list of schools including 'Argyle Middle', which is highlighted. A red circle is drawn around the dropdown menu.