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About This Guide

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 also can view change of school assignment (COSA) information, update student demographics and contact information, and update health information for kindergartners. For more information about enrollment and withdrawals at MCPS, including a description of enrollment and withdrawal codes used in OASIS, refer to the Montgomery County Public Schools Student Record Keeper Manual.

Functions on 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.

Navigate to the Enrollment Main Page

The Enrollment Main Page is the starting point for performing enrollment functions.

To navigate to the Enrollment Main Page:

1. Log in to OASIS.
2. Search for a student record, using either a basic search or an advanced search.
   - **Basic search**—Enter a student ID on the Student Detail tab on the left of the page, and click the Go button.
   - **Advanced search**—Enter a student ID or other search criteria on the Student Search page, and click the Search button. You also can open the Student Search page by clicking the Student Search link in the upper right corner of the page or the Advanced Search link on the left of the page.

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

4. On the menu, select Enrollment Main Page.

On the left of the page are enrollment-related menu options. On the right of the page are enrollment details.
Enroll Students

You can enroll a student in the current school year or 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.

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 Montgomery County Public Schools Student Record Keeper Manual for a list of valid enrollment codes and code descriptions.

Verify Enrollment/Generate 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.

1. In OASIS, at the top of the page in the tab bar, hover your mouse over ENROLLMENT to display a menu.

2. On the menu, select Enrollment Search/ID Gen to begin the process of determining if the student is already enrolled.

3. Enter all of the information you have about the student, but at least the first and last name, gender, and birth date.

   You cannot use a wildcard (%) to enter part of a name or number.

4. 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. If an exact or very close match is found, determine 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.

   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.

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

6. Complete the information about the student.

Keep in mind the following when completing the information:

- **Middle Name**—Enter the student’s complete middle name or, if the student does not have one, select the No Middle Name? check box.
- **Preferred Name**—The preferred name is required and is used in Gradebook.
- Birth Date—The birth date will be validated to ensure that the student is between 1 and 21 years old.
- SSN—Enter the student’s social security number if known. If unknown, leave blank. Do not enter a pseudo social security number.
- Ethnicity/Race—You must select either N (no) or Y (yes) for Hispanic or Latino? and at least one race. If a family refuses to provide a race, select all of the races.
- Maryland Home Language Survey—You must complete this section to generate an ID.

7. Click the Generate Id button.

**Enroll a Student in the Current School Year**

In the current school year, except during the last 5 days, you can enroll a new-to-MCPS student or a previously enrolled student. The main difference in the enrollment process for these two types of students is that, for the new-to-MCPS student, you must generate a unique student ID. The exception is if the student begins enrollment in International Admissions and Enrollment (IAE), the Division of Consortia Choice and Application Program Services (DCCAPS), or an early childhood program or service. Although the ID for a previously enrolled student or a student who begins enrollment in IAE, DCCAPS, or an early childhood program or service should already be in the system, you must still check to ensure that it is.

For a visual summary of the process, refer to the flowchart for enrolling a student in the current school year.

► 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 Enrollment List, click the Enroll button.

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

For a previously enrolled student or a student who begins enrollment in IAE, DCCAPS, or an early childhood program or service, the Student Address Verification will initially look like the following:

At this point, the student is inactive, as shown in the Student Detail on the left of the page.

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 based on the residency type selected.

5. Complete or correct the student’s address.

When entering an address for IN AREA MCPS and OUT OF AREA MCPS residency types, first select the zip code then select the remaining address in the order of the fields on the page. For the NON MCPS residency type, you must type the address.

If there is a protective order associated with the student, select residency type NON MCPS and enter the Annapolis PO box number indicated in the court documents instead of the home address. If you do not yet have that PO box number, use the school address in the meantime.
6. For the **OUT OF AREA MCPS** or **NON MCPS** residency type, 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.

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

9. Select a grade level 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 2017-2018, you would enter 2018. If known, you should enter the year in the **Exp. Year of Grad** (expected year of graduation) field. These fields are unavailable for entry unless you select Grade 9, 10, 11, or 12.

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. If necessary for previously enrolled students or for students who began enrollment in IAE, DCCAPS, or an early childhood program or service, **update the student’s demographics**.

13. Do the following in the application or module indicated:

   a. **myMCPS Administrative Portal**—Update student emergency information.

   b. **OASIS Scheduling module**—Assign the student to a home-room. For high school students, also assign a counselor.

**Update Enrollment**

Follow the step-by-step instructions below to change enrollment details for a student.

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
2. In the Enrollment List, click the Update Enroll link.

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

   Changing the enrollment 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 (original year of graduation) 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 2017-2018, the year would be 2018, for example.) The original year of graduation is calculated as the first year in 9th grade plus 3 years. If you correct the expected year of graduation, you will be prompted to select a reason.

   Annually, the first year in 9th grade and the original year of graduation values are updated to match the official first year 9th grade value that the Maryland State Department of Education (MSDE) provides for all students newly enrolled in your school. The first year in 9th grade value is used to determine the Maryland High School Assessment (MHSA) requirements that the student must meet. After the update, the First Year 9th Grade field is no longer editable.

   For special education students, the Exp. Year of Grad field is not editable. Its value is from the Maryland Online Individualized Education Program (MOIEP).

4. Click the Enroll button.

5. A message will be displayed at the top of the page confirming that the information was updated.

Cancel Enrollment
You can cancel an enrollment during the school year by withdrawing a student on the same date as the enrollment at the same school. The withdrawal reverses the enrollment.

Cancelling enrollment deletes information about a student’s schedules, marks, 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 the student record at the other school can be corrected.

Enroll 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.

For a visual summary of the process, refer to the flowchart for enrolling a student in a future school year.

To enroll a student in a future 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 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 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 Enrollment List, click the Future link.
4. In the Student Address Verification 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 based on the residency type selected.

6. Complete the student’s address.

   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. For the **NON MCPS** residency type, you must type the address.

   If there is a protective order associated with the student, select residency type **NON MCPS** and enter the Annapolis PO box number indicated in the court documents instead of the home address. If you do not yet have that PO box number, use the school address in the meantime.

   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 the **OUT OF AREA MCPS** or **NON MCPS** residency type, 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.

10. Select a grade level 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 2017-2018, you would enter 2018. If known, you should enter the year in the **Exp. Year of Grad** (expected year of graduation) field. These fields are unavailable for entry unless you select Grade 9, 10, 11, or 12.

   Annually, the first year in 9th grade value is updated to match the official first year 9th grade value that the Maryland State Department of Education (MSDE) provides for all students newly enrolled in your school. This value is used to determine the Maryland High School Assessment (MHSA) requirements that the student must meet. After the update, the **First Year 9th Grade** field is no longer editable.

   For special education students, the **Exp. Year of Grad** field is not editable. Its value is from the Maryland Online Individualized Education Program (MOIEP).

   If you are enrolling a student in kindergarten, you are strongly encouraged to enter either the student’s current or most recently measured height and weight. These fields are unavailable for entry unless you select Grade 15. If you choose to enter this information later, after you have completed the enrollment process, you can do so following the instructions in the **Update Student Health Information** section of this guide.

12. Click the **Enroll** button. A message will be displayed at the top of the page confirming that the student was future enrolled.

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**Delete a Future Enrollment**

Follow the step-by-step instructions below to delete a future enrollment.

▲ To delete a future enrollment:

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
Enroll Students

1. For more information about the Mark as NOT Returning link, refer to the Mark Future Enrolled Students Not Returning section in this guide.

2. Click the Delete Future link.

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

**Change 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.

**Mark Future Enrolled Students Not Returning**
Mark future enrolled students in your school who are not returning to MCPS next school year to remove them from the future scheduling process and, therefore, make that process more accurate. Process summer withdrawals for those students after the flip in early July when all future enrollments become current enrollments for the upcoming school year. Withdrawing the students before then could result in unintended effects on the student's schedule, programs, attendance, and marks. Students marked as not returning are on the Students Not Returning List for your school.

> To mark future enrolled students not returning:

1. Navigate to the Enrollment Main Page, searching for the desired student record.
2. Click the Mark as NOT Returning link. (Mark as NOT Returning will then change to Mark as Returning to allow you to undo the action if necessary.)

> To generate a Students Not Returning List:

1. Do one of the following:
   - If you have just logged in to OASIS:
     a. At the top of the page in the tab bar, hover your mouse over ENROLLMENT to display a menu.
Withdraw, Release, Transfer 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 Montgomery County Public Schools Student Record Keeper Manual for a list of valid withdrawal, release, and transfer codes and code descriptions. For a visual summary of the processes, refer to the flowchart for withdrawing, releasing, and transferring students.

Withdraw a Student

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

**To withdraw a student:**

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.

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

3. In the **Withdraw Code** field, select the reason for withdrawal.

4. 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.

   The withdrawal date must not be the last day of a term.

5. 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.

6. Click the **Withdraw** button to update the student record. The withdrawal date will be entered in the Enrollment List.

   ![Withdrawal Process Steps](image)

   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 below the Enrollment List.

**Process Summer Withdrawals**

If a student notifies you of a withdrawal during the summer 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.

**Process 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.
**Withdraw, Release, Transfer Students**

**Update a Withdrawal**

You can update the most recent withdrawal date and reason within the same school year as the withdrawal was entered.

**To update a withdrawal:**

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.

2. In the Enrollment List, click the **Update Withdraw** link.

3. Make the necessary changes.

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

**Cancel 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.

**Release 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 must 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 because students have not started classes, so begin and end dates for classes do not have to be tracked.

**Request a Release From the Current School**

Before students can be transferred from one MCPS school to another MCPS school, the receiving school must request from the current school a release of the student record.

**To request a release from the current school:**

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.

2. In the Enrollment List, click the **Request Release** link.

3. A message will be displayed at the top of the page confirming that an e-mail was sent from your school to the current school asking for the release of the student’s record.

**Release a Student From the Current School**

A student’s current MCPS school must release a student’s record before the student can be transferred to another MCPS school.

**To release a student from the current school:**

1. **Navigate to the Enrollment Main Page**, searching for the desired student record.

2. In the Enrollment List, click the **Release/Withdraw** link.

3. In the **Withdraw Code** field, select RE (Release for enrollment at another location).

4. 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.

   The effective date of the release must not be the last day of a term.

5. 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.
6. Click the **Withdraw** button to release the student’s record at the current school. The Enrollment List will show the release date.

**Clear a Release Date (From the Current School Only)**

After releasing a student record as part of the process for transferring a student from one MCPS school to another MCPS school, you can undo, or clear, the release.

- **To clear a release date:**
  1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
  2. In the Enrollment List, click the **Clear Release** button.

**Change a Release Date (From the Current School Only)**

Only the school that a student currently attends can change the date the student’s record will be released to another MCPS school for transfer.

- **To change a release date:**
  1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
  2. In the Enrollment List, click the **Release/Withdraw** link.
  3. In the **Withdraw Code** field, select **RE (Release for enrollment at another location)**.
  4. In the **Withdraw Date** field, change the release date, most easily by clicking the calendar icon to the right of the field.
  5. Click the **Withdraw** button to update the release date, which will be shown in the Enrollment List.

**View 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.

- **To view the release list for your school:**
  1. In OASIS, at the top of the page in the tab bar, hover your mouse over **ENROLLMENT** to display a menu.
  2. On the menu, select **Release List**.
  3. On the left side of the page on the **School Detail** tab, make sure that your school is selected.

**View 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 (home school) due to unique family hardships or special program placements. Parents or guardians can request a COSA transfer from the first school day in February through the first school day in April. Refer to the [COSA web page](#) for more information.

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

**Open the Transfer (COSA) System**

Follow the instructions below to open the main page of the Transfer (COSA) System.
To open the transfer (COSA) system:
1. In OASIS, search for the desired student record.
2. At the top of the page in the tab bar, hover your mouse over ENROLLMENT to display a menu.
3. On the menu, select Transfer (COSA) System.

On the left of the main page are COSA-related menu options. On the right of the page is a list of transfer records for the selected student.

At the top of some COSA transfer pages is an Open button ( ). Click this button to show accommodations program indicators for the selected student. Click the Hide button when you are finished viewing this information.

View a Student’s Transfer (COSA) Record Detail
Follow the instructions below to view details about a student’s transfers from one MCPS school to another MCPS school.

To view a student’s transfer (COSA) record detail:
1. Open the Transfer (COSA) System.
2. Click the View Only link for the transfer record whose detail you want to view.

View 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.

To view a school transfer (COSA) report:
1. Open the Transfer (COSA) System.
2. On the left of the page on the Transfer (COSA) System menu, select School Transfer (COSA) Report.
3. 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.
4. Click the Submit button to view the transfer log detail.
5. 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.

**View a Transfer (COSA) Status Report**

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

1. To view a transfer (COSA) status report:
   - Open the Transfer (COSA) System.

   To view this report, you must search for any student record so that you can select a school in a later step.

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

3. Provide the information requested for the report.

4. Click the Submit button to view the report.

5. 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 report to an Excel spreadsheet, click the Excel button. From there, you can print and save the report if needed.

**View a Transfer Activity Report**
The Transfer Activity Report is available only for designated central office staff.
Update Student Information

In the OASIS Enrollment module, you can maintain a student’s current address and phone number, update a student’s demographics, and update a kindergartner’s health information. When you search for a student record, demographics including the addresses and phone number for the student are displayed:

To update this information, follow the step-by-step instructions below. You will navigate to the Enrollment Main Page and choose options from the Enrollment Main Page menu:

Update the Mailing Address and Phone Number

Before updating a student’s primary address, make sure to verify proof of residency.

To update the mailing address and phone number:
1. Navigate to the Enrollment Main Page, searching for the desired student record.
2. On the Enrollment Main Page menu, select Update Address/Phone.
3. Enter the new address and phone number.

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. For the NON MCPS residency type, you must type the address.

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.

4. Click the Save button.

Add an Additional Mailing Address

Generally, a student has only a primary address, which is used for mailing all correspondence, including report cards. However, if, for example, the post office delivers only to a PO box in the primary address area and not to a street address, the PO box should be added as an additional mailing address and designated as the address to use for mailing. Only one address can be used for mailing—either the primary or the additional address.

To add an additional mailing address:
1. Navigate to the Enrollment Main Page, searching for the desired student record.
2. On the Enrollment Main Page menu, select Update Address/Phone.
3. For Additional Addr. Y/N, select Yes.
4. Enter the additional address.
5. Click the Save button.

**Designate 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.

▶ To designate an alternative mailing address:
1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
2. On the Enrollment Main Page menu, select Set Mail Address Indicator.

3. Select the address to use as the mailing address.
4. Click the Save button.

**Delete an Additional Mailing Address**

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

▶ To delete an additional mailing address:
1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
2. On the Enrollment Main Page 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.

**Update 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.

▶ To update a student’s demographics:
1. **Navigate to the Enrollment Main Page**, searching for the desired student record.
2. On the Enrollment Main Page menu, select Update Demographics.

3. Change the desired information, keeping in mind the following:
   - **No Middle Name?**—You must enter either the student’s complete middle name or, if the student does not have one, select this check box.
   - **Birth Date**—The birth date will be validated to ensure the student is between 1 and 21 years old.
   - **Preferred Name**—The preferred name is required and is used in Gradebook. It defaults to the student’s first name.
   - **Ethnicity/Race**—You must select either N (no) or Y (yes) for Hispanic or Latino? and at least one race. If a family refuses to provide a race, select all of the races.
   - **If yes, date student entered a U.S. K-12 school for the first time**—This date cannot be a future date. If left blank, within a week of updating the student’s demographics the system will automatically enter the student’s earliest enrollment date.
4. Click the Update button. A message will be displayed at the top of the page confirming that the student’s personal information was updated.
Update Student Information

To update only the phone number:
1. Navigate to the Enrollment Main Page, searching for the desired student record.
2. On the Enrollment Main Page menu, select Update Phone.
3. Type the new phone number.
4. Click the Save button.

Update Student Health Information

When enrolling a kindergarten student, you are strongly encouraged to enter either the student’s current or most recently measured height and weight. If you choose to enter this information later, after you have completed the enrollment process, you can do so following the instructions below.

To update student health information:
1. Navigate to the Enrollment Main Page, searching for the desired student record.
2. On the Enrollment Main Page menu, select Update Student Health Information.
3. Change the height or weight, if needed.
4. In the Date measured field, select the date that the updated measurement was taken.
5. Click the Save button.
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 designation. If a family refuses to provide a race, you must select all of the race designations when entering or updating their student’s information.

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.
OASIS Enrollment Process Flows

Enroll a Student in the Current School Year

1. Log in to OASIS.

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

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

4. Generate a unique ID for the student.

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

6. On the Student Address Verification, enter or update then save the student’s address and phone number.

7. On the Student Enrollment page, enter the requested information and click the Enroll button.

8. If necessary, update the student’s demographics.

9. In the myMCPS Administrative Portal, update student emergency information.

10. In the OASIS Scheduling module, assign the student to a homeroom and, if in high school, a counselor.

A

Does student record exist?

Yes

A student will have a record (with ID) if previously enrolled at MCPS or if the student began enrollment in International Admissions and Enrollment, the Division of Consortia Choice and Application Program Services, or an early childhood program or service.

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

No

> For kindergarten students, enter their height and weight.
> For students in Grades 9-12, enter a year for First Year 9th Grade and for Exp. Year of Grad.

1. On the Enrollment Main page menu, select Update Demographics.
2. Correct or add demographic information and click the Update button.

Log out of OASIS.
Enroll 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, except if they have an Individualized Education Program (IEP).

Log in to OASIS.

Is student currently enrolled at MCPS?

Yes: Is student changing MCPS schools?

Yes: Current school deletes future enrollment and adds new future enrollment to correct school.

No: On the Enrollment Main Page, verify the accuracy of the future enrollment record.

No: Enroll the student in the next school year (page 5).

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
Withdraw, Release, Transfer Students

- Log in to OASIS.
- Is student leaving MCPS?
  - Yes: Withdraw the student using the appropriate withdrawal code.
  - No: Current school begins the process of releasing the student.
- Is the transfer/withdrawal in summer?
  - Yes: Receiving school enrolls the student, automatically withdrawing the student from the current school.
  - No: Search for the desired student record.
- On the Enrollment menu, select Enrollment Main Page.
- On the Enrollment Main Page in the Enrollment List, click the Release/Withdraw link.
- Enter information, and click the Withdraw button.
- Log out of OASIS.

Additional Information:
- 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).