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

Version 1
April 2011

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 manage home instruction records and semester reviews.

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 Home Instruction

Home instruction is governed by Maryland State Department of Education (MSDE) regulations. Each child who resides in Maryland and is between 5 and 16 years old must attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public school to children of the same age. Maryland recognizes nonpublic schools and home instruction as alternatives to public school enrollment as a means for students to receive regular, thorough instruction.

The home instruction program must be under the supervision of either the student's local school system or a nonpublic entity that is registered with MSDE. At the end of each semester, MCPS staff review home instruction programs that are under the supervision of MCPS. The programs must be delivered by the parent or guardian and must include instruction in English, mathematics, science, social studies, art, music, health, and physical education. MCPS does not review home instruction programs that are under the supervision of a nonpublic entity registered with MSDE.

A parent or guardian who chooses to teach a child at home must initially complete an MCPS Home Schooling Notification form. The form must be submitted to the Department of Student Services at least 15 days prior to beginning a home instruction program. Each year thereafter, a parent or guardian must verify the continuation of home instruction and notify the Department of Student Services or the supervising nonpublic institution if there is a change in home instruction status during the school year.

Enrollment in Home Instruction

The Department of Student Services enrolls students who will be home schooled after receiving a completed Home Schooling Notification form. For active MCPS students, department staff must first request a release from the school where the student is currently assigned. Students are enrolled in school 435 using enrollment code 24, Transfer to/from parent home teaching. Only the Department of Student Services can use this code.

Adding an Initial Record for a Home Instruction Program

At the time of enrollment in home instruction, school 435, you also must create an initial home instruction program record, as explained in the following step-by-step procedures.

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
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Enrollment Search\ ID Gen
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Transfer(COSA) System
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Non-MCPS Data Collection

4. On the menu, select **Home Instruction**. The View/Add Home Instruction section of the Home Instruction page will open, with the current home instruction record at the top of the section in bold.

View/Add Home Instruction

Grade	School Name	School Number	Enroll Code	School Entry Date	Withdrawal Date	Withdrawal Code	School Year	View/Edit HI details	Add HI Prg details
10	HOME INSTRUCTION	435	24	10/29/2010		00	2011	View/Edit Reviews	Add Review/Program

5. Click the **Add/Review Program** link. The View/Add Home Instruction page will open.

Student Home Instruction Data

Student Demographic Info for : Donovan McNabb (263511)

Grade: 10   School Year: 2011   Gender: M
Home Phone: 0000000000   Enroll Date: 10/28/2010   DOB: 6/12/1995
Address: 1100 REDSKINS DR, ROCKVILLE, MD 20850   Withdraw Date: Ethnicity: African American, Not Hispanic
Home School: HI-SP-ED: Parent / Guardian:

Hide

Field Office: Please Select...
Program Type: Please Select...
Program Code:
Review Type: NA
Review Date:
Reviewer: (Last, First - 60 Char)
Review Status: NA

Save   Reset   Cancel

Student Home Instruction Data

ⓘ Student home instruction details have been saved successfully.

Student Demographic Info for : Donovan McNabl (263511)

Grade: 10   School Year: 2011   Gender: M
Home Phone: 0000000000   Enroll Date: 10/28/2010   DOB: 6/12/1995
Address: 1100 REDSKINS DR, ROCKVILLE , MD 20850   Withdraw Date: Ethnicity: African American, Not Hispanic
Home School: HI-SP-ED: Parent / Guardian:

Hide

Field Office: Dept of Student Service
Program Type: MCPS REVIEW
Program Code: 0 -
Review Type: NA
Review Date: Please Select
Reviewer: (Last, First - 60 Char)
Review Status: NA

Save   Reset   Cancel

6. Enter the following information on the page:

    - **Field Office**—the MCPS office responsible for conducting educational program reviews for compliance with county and state regulations. Select **Dept of Student Services**.

    - **Program Type**—an indicator of whether MCPS provides the educational review or a nonpublic entity registered with MSDE provides it.

    - **Program Code**—if a review by a nonpublic entity registered with MSDE, select the code identifying the entity. If an MCPS review, the code is zero.

7. Click the **Save** button. A message will display at the top of the page indicating that the instruction details have been successfully saved.

    ⓘ In each subsequent year that a student remains active in home instruction, a new home instruction program record will be automatically generated during the flip to the new school year.

Managing Semester Reviews (MCPS Reviews Only)

ⓘ In OASIS, you can maintain information only for MCPS reviews, not for reviews by nonpublic entities registered with MSDE.

At the end of each semester, staff review home instruction programs under MCPS supervision.

Entering Semester Reviews

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.

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4. On the menu, select **Home Instruction**. The View/Add Home Instruction section of the Home Instruction page will open, with the current home instruction record at the top of the section in bold.

View/Add Home Instruction

Grade	School Name	School Number	Enroll Code	School Entry Date	Withdrawal Date	Withdrawal Code	School Year	View/Edit HI details	Add HI Prg details
10	HOME INSTRUCTION	435	24	10/29/2010		00	2011	View/Edit Reviews	Add Review/Program

5. Click the **View/Edit Reviews** link. Demographic and home instruction data for the student will be displayed.

Student Demographic Info for : Donovan McNabb (2635110)

Grade: 10   School Year: 2011   Gender: M
Home Phone: 0000000000   Enroll Date: 10/28/2010   DOB: 6/12/1995
Address: 1100 REDSKINS DR, ROCKVILLE , MD 20850   Withdraw Date: Ethnicity: African American, Not Hispanic
Home School: HI-SP-ED: Parent / Guardian:

Hide ↑

Student Home Instruction Data

New Review

Last Create /Update Date	Last Create /Update User	Sch Yr.	Field Office	Prg Type	Prg Code	Rew Type	Review Dt.	Reviewer	Review Status		
10/28/2010	smithrog	2011	4	1	0					Edit	Delete

New Review

6. Do one of the following:

    • For the first review in a school year, click the **Edit** link.

    • For subsequent reviews in a school year, click the **New Review** button.

The Student Home Instruction Data section of the Home Instruction page will open.

ⓘ The **New Review** button is enabled only if the program type is 1 (MCPS review), not when it is 4 (registered program review). You can mouse over the program type code in the Student Home Instruction Data area to verify the program type. Also, you must have entered at least one semester review.

Student Home Instruction Data

Student Demographic Info for : McNabb Donovan (263511)

Grade: 10   School Year: 2011   Gender: M
Home Phone: 0000000000   Enroll Date: 10/28/2010   DOB: 6/12/1995
Address: 1100 REDSKINS DR. ROCKVILLE , MD 20850   Withdraw Date: Ethnicity: African American, Not Hispanic
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Hide ↑

Field Office: Dept of Student Service
Program Type: MCPS REVIEW
Program Code: 0 -
Review Type: NA
Review Date:
Reviewer: _____ (Last, First - 60 Char)
Review Status: NA

Save   Reset   Cancel

7. Enter the following information on the page:

    • **Review Type**—one of the following options: **First Review**, **First Deficient Review**, **Second Review**, **Second Deficient Review**.

    • **Review Date**—actual date of the review.

    • **Reviewer**—last name and first initial of the reviewer.

    • **Review Status**—one of the following review outcome options: **Compliant**, **Deficient**, **Non-Compliant**, **Over 16**, **No show**.

8. Click the **Save** button. A message will be displayed at the top of the page indicating that the information you entered was successfully saved.

Viewing and Editing Semester Reviews

You can view and edit semester reviews for previous school years, but not those earlier than the 2006/2007 school year.

1. Log in to OASIS.

2. Search for the desired student record.
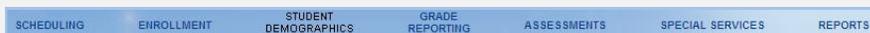
3. At the top of the page in the tab bar, hover your mouse over the ENROLL-MENT tab to display a menu.

4. On the menu, select **Home Instruction**. The View/Add Home Instruction section of the Home Instruction page will open, with the current home instruction record at the top of the section in bold.

5. Click the **View/Edit Reviews** link. A page will open showing demographic and home instruction data for the student.

6. Click the **Edit** link. The Student Home Instruction Data section of the Home Instruction page will open.

7. Change information on the page as necessary.

8. Click the **Save** button. A message will be displayed at the top of the page indicating that the information was successfully changed.

Deleting a Semester Review

You should delete semester reviews only if entered in error.

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.

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5. Click the **View/Edit Reviews** link. A page will open showing demographic and home instruction data for the student.

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Grade: 10 School Year: 2011 Gender: M
Home Phone: 0000000000 Enroll Date: 10/28/2010 DOB: 6/12/1995
Address: 1100 REDSKINS DR, ROCKVILLE , MD 20850 Withdraw Date: Ethnicity: African American, Not Hispanic
Home School: HI-SP-ED: Parent / Guardian:

Hide

Student Home Instruction Data

New Review

Last Create /Update Date	Last Create /Update User	Sch Yr.	Field Office	Prg Type	Prg Code	Rew Type	Review Dt.	Reviewer	Review Status		
10/28/2010	smithrog	2011	4	1	0	1st Review	01/07/2011	Mike Shanahan	Compliant	Edit	Delete

New Review

6. Click the **Delete** link. A message will be displayed prompting you to confirm that you want to delete the review.

7. On the message, click the **OK** button to confirm deletion.

Changing the Home Instruction Program Type

Upon parental notification of a change in the home instruction program type (MCPS Review or MSDE Registered Program), create a new program record following the steps in Adding an Initial Record for a Home Instruction Program.

Withdrawing a Student From Home Instruction

A student should be withdrawn from home instruction, using only withdrawal code 24, Transfer from parent home teaching, in the event of the following:

- The student is enrolling in a private school in Montgomery County.

- The student is moving out of Montgomery County.

- The student has completed Grade 12. This withdrawal should take place after the flip to the next school year.

If a student is withdrawing from home instruction to enroll in an MCPS school, release the student at the request of the enrolling school.

ℹ️ If the student was never active in MCPS prior to 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.

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