
**The Office of
Information and Organizational Systems**

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

**Student Suspension
User Manual**

Version 1.1

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Contents

1.0	Introduction.....	5
2.0	Managing Student Suspension Records.....	5
2.1	Searching for Student History.....	5
2.2	Viewing Student Suspension History	7
2.2.1	Viewing Primary Suspensions.....	8
2.2.2	Viewing Supplemental Suspensions.....	8
2.3	Adding, Updating, and Deleting Suspensions	9
2.3.1	Adding a Primary Suspension	9
2.3.2	Updating a Suspension Record.....	11
2.3.3	Deleting a Suspension Record.....	11
2.4	Adding, Updating, and Deleting Supplemental Suspension Information.....	12
2.4.1	Adding Supplemental Suspensions.....	12
2.4.2	Updating Supplemental Information	13
2.4.3	Deleting Supplemental Suspensions.....	13

1.0 Introduction

The Student Suspension module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). It provides a record of a student's suspension history and allows you to add suspension information and view and manage suspension history.

Primary users of this module are:

- School administrative secretaries
- School principals
- School administrators

This user manual provides step-by-step instructions for using the Student Suspension module to manage students' suspension records.

2.0 Managing Student Suspension Records

To manage students' suspension records, you perform the following tasks:

1. Search for a student record
2. View the Student Suspension list
3. Add, update, or delete primary suspension information
4. Add, update, or delete supplemental suspension information

These tasks are described in the sections below.

2.1 Searching for Student History

You must first search for the student record that you want to view. To open a student record, log on to OASIS and click the **Suspension** tab at the top of the page. You see the Student Search page.



The screenshot shows a web form titled "Student Search" with a blue header. The form contains the following fields and controls:

- Student ID:** A text input field.
- SSN:** A dropdown menu currently displaying "--".
- Last Name:** A text input field.
- First Name:** A text input field.
- Active YN:** Three radio buttons labeled "All", "Yes", and "No". The "All" radio button is selected.
- Search:** A button with a blue border and the text "Search".
- Clear:** A button with a blue border and the text "Clear".

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.

To search for a student record:

1. Enter search criteria in one or more fields.
2. In the Active YN field, click an option button to search for the following:
 - **All:** All students that meet the search criteria
 - **Yes:** Students that are active in the MCPS system
 - **No:** Students that are no longer active in the MCPS system
3. Click **Search**.


If you entered either a first or last name, you see the list of students that match the search criteria.

Student ID	Last Name	First Name	M.I.	D.O.B.	Age	Active YN	Last School Name	Last School No.
56—9			P	08/07/1981	23	N	N/A	0
75—0				08/10/1991	13	Y	ROSA PARKS MIDDLE	155
67—7			D	07/29/1987	17	Y	WINSTON CHURCHILL HIGH	602
71—4				03/24/1989	15	Y	BETHESDA-CHEVY CHASE HIGH	406
66—4				04/12/1985	19	N	MONTGOMERY BLAIR HIGH	757
81—4			P	04/22/1994	10	Y	BELLS MILL ELEMENTARY	607
56—2			G	12/06/1980	24	N	N/A	0
93—8			C	08/10/1995	9	Y	GOSHEN ELEMENTARY	546
75—4			S	02/11/1991	13	Y	KINGSVIEW MIDDLE	708
75—8			S	05/01/1991	13	Y	WILLIAM H FARQUHAR MIDDLE	507
91—9			P	09/27/1994	10	Y	OLNEY ELEMENTARY	502
69—5			P	09/02/1988	16	Y	QUINCE ORCHARD HIGH	125

4. To see a student's record, click the **Student ID**. You see the Student Suspension List.

If you entered the Student ID or the SSN, your search should bring up only one student. You see the Student Suspension List for that student.

Student Suspension List

 **Basic Student Details**

Student ID :	66—1		
Name :			
Active :	Y	Grade :	12
School :	JOHN F KENNEDY HIGH (815)	Gender :	Female
Special ED :	N	504 Plan :	

Susp. Code	Sch No.	Date	Length (day)	Disp. Code	Type Weapon/ Explosive				
404	815	01/31/2005	0.5	900		Update	Delete	Add Suppl.	View Suppl.
202	815	12/13/2004	10	910		Update	Delete	Add Suppl.	View Suppl.
405	815	06/06/2002	5	910		Update	Delete	Add Suppl.	View Suppl.
402	818	12/12/2000	1	910		Update	Delete	Add Suppl.	View Suppl.
403	818	09/28/2000	2	910		Update	Delete	Add Suppl.	View Suppl.

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 at the bottom of the page and click **Go**.

2.2 Viewing Student Suspension History

The Student Suspension List displays two sets of information:

- Basic Student Details
- Suspension List

Basic Student Details displays information about the student such as student ID number, name, date of birth, grade, gender, and school. It also displays whether the student is in Special Education or has a 504 plan.

2.2.1 Viewing Primary Suspensions

When you click the **Suspension** tab, you see the Student Suspension List. You see all of the student's suspension records from any school if

- The student is currently enrolled in your school
- The student is no longer in the MCPS system (Active = N), but the last school in which the student was enrolled was your school.

Otherwise, you see only those suspensions that occurred in your school.

Student Suspension List											
Basic Student Details											
Student ID		: 66—1									
Name		:									
Active		: Y				Grade		: 12			
School		: JOHN F KENNEDY HIGH (815)				Gender		: Female			
Special ED		: N				504 Plan					:
Susp. Code	Sch. No.	Date	Length (day)	Disp. Code	Type Weapon/ Explosive						
404	815	01/31/2005	0.5	900		Update	Delete	Add Suppl.	View Suppl.		
202	815	12/13/2004	10	910		Update	Delete	Add Suppl.	View Suppl.		
405	815	06/06/2002	5	910		Update	Delete	Add Suppl.	View Suppl.		
402	818	12/12/2000	1	910		Update	Delete	Add Suppl.	View Suppl.		
403	818	09/28/2000	2	910		Update	Delete	Add Suppl.	View Suppl.		
<input type="button" value="Add Primary Suspension"/>											

The following view and update privileges are available, based on your role:

- Only view a student's suspension record
- Update and view a student's suspension record for your school only
- Update and view a student's suspension record for all schools that the student attended

To see the description of the Suspension Code, School Number, or Disposition Code, move the cursor over the code.

2.2.2 Viewing Supplemental Suspensions

For each primary suspension, there may be related, or supplemental suspensions. For example, a primary suspension for a student is Verbal or Physical Threat to a Student.

There may also be supplemental suspensions, such as Insubordination and Classroom Disruption.

To view the supplemental suspensions, click **View Suppl.** next to the primary suspension on the Student Suspension List. You see the Student Supplemental Suspension List. This page displays all the supplemental suspensions that were added to the primary suspension. If there are no supplemental suspensions for the primary suspension, the View Suppl. link is disabled.

To return to the Student Suspension List, click the **Back to Primary Suspension** button.

Student Supplemental Suspension List

Basic Student Details	
Student ID : 6-1	D.O.B :
Name : E-P	Grade :
Active : N	Gender : Female
School :	Ethnicity : Hispanic
Special ED : N	504 Plan : N

405 FIGHTING

Suspension Code	Description	Note		
303	OTHER WEAPONS		Update	Delete

[Back to Primary Suspension](#)

2.3 Adding, Updating, and Deleting Suspensions

You can add a primary suspension and update or delete an existing suspension from the Student Suspension List.

2.3.1 Adding a Primary Suspension

To add a primary suspension to the student's record:

1. On the Student Suspension List, click the **Add Primary Suspension** button at the bottom of the page.

You see the Student Enrollment List. This page displays the MCPS schools that the student attended, with the dates of enrollment. You can add a suspension record for past grades; however you can add a suspension record only to the schools to which you have access. For example, if the student is in grade 12, you can add suspensions that occurred when the student was in grades 9, 10, or 11, if the student attended the same school for all four grades. If the student attended different schools, you must have access to those schools to change the record.

4. Select the date of the suspension, the length of the suspension, and the disposition code. These fields, as well as the Suspension Code/Desc field, are required.

Note: You cannot enter suspensions that will occur in the future.

5. If you entered a suspension code for a weapon or explosive, you are required to complete the **Type weapon/explosive** field. This requirement applies to the following codes:

- 301 Firearms
- 302 Other Guns
- 303 Other Weapons
- 503 Explosives
- 893 Weapon Spec Ed

6. Enter a note, if applicable.

7. Click **Save**. You see the Student Suspension List with the suspension you added at the top of the list.

Important: No two primary suspensions can have the same date unless one is an in-school suspension. In that case, you can have a maximum of two primary suspensions for the same date.

2.3.2 Updating a Suspension Record

To change or update the information on a suspension record, click **Update** next to the record that you want to change on the Student Suspension List. You see the Primary Suspension Detail page. Change any of the information on this page.

Click the **Update** button to save your changes. Click the **Reset** button to reset the fields to their original entries. Click **Cancel** to return to the Student Suspension List without saving your changes.

Note: If the original length of the suspension is more than 10 days, only an application administrator can update the record.

2.3.3 Deleting a Suspension Record

To delete a suspension record, click **Delete** next to the record that you want to delete. Click **OK** to confirm the deletion.

2.4.2 Updating Supplemental Information

To update supplemental suspension information:

1. On the Student Suspension List, click **View Suppl.** next to the primary suspension. You see the Student Supplemental Suspension List.

Basic Student Details	
Student ID	: 6-1
Name	: E-P
Active	: N
School	:
Special ED	: N
D.O.B	:
Grade	:
Gender	: Female
Ethnicity	: Hispanic
504 Plan	: N

405 FIGHTING

Suspension Code	Description	Note
303	OTHER WEAPONS	Update Delete

[Back to Primary Suspension](#)

2. Click **Update** next to the supplemental suspension that you want to change. You see the Supplemental Suspension Detail page. Notice that you cannot change the Suspension Code.
3. Add a note or modify the existing note.
4. Click the **Update** button to save the changes and return to the Student Supplemental Suspension List.

2.4.3 Deleting Supplemental Suspensions

To delete the supplemental suspension, click **Delete**, then click **OK** to confirm the deletion. Deleting a supplemental suspension does not delete the primary suspension.

Tip: When you click **Update** on the Student Supplemental Suspension List, you cannot change the suspension code on the Supplemental Suspension Detail page. You can only add a note. If you want to change the suspension code, delete the supplemental suspension and add a new one.