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**The Office of  
Information and Organizational Systems**

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**MCPS  
Online Administrative Student  
Information System (OASIS)  
Testing Accommodations and 504 Plans**

**User Manual**

**Version 2.3**

**Revised: January 02, 2007**

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## Introduction

The Testing Accommodations and 504 Plan module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). It provides a record of a student's testing accommodations or 504 plans. This user manual provides step-by-step instructions for managing students' testing accommodations and 504 plans.

Primary users of this module are:

- School administrative secretaries
- School testing coordinators
- Central office staff

You can add these types of testing accommodations:

- IEP testing accommodations
- ESOL testing accommodations
- RELL testing accommodations
- 504 accommodations including 504 plan disabilities and related services

A student can have only one active plan type: 504 plan or IEP testing accommodations. However, a student can have ESOL testing accommodations with either a 504 plan or IEP testing accommodations.

Managing students' testing accommodation and 504 plans involves these tasks:

1. [Add testing accommodations and 504 plan information for a student](#)
2. [Edit or delete testing accommodations and 504 plan information for a student](#)

# 1 Manage Testing Accommodations

Use the Student Plans page to add or delete accommodations for a student. This page displays the Student Detail and lists the plans that are associated with that student.

This page also displays a **Y** or **N** next to Special Ed/IEP, ESOL, and RELL to indicate whether the student is a Special Education student or an ESOL student. You can add IEP testing accommodations only if the student is a Special Education student. You can add ESOL testing accommodations only if the student is an ESOL student.

## 1.1 Add Testing Accommodations

To add testing accommodations:

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

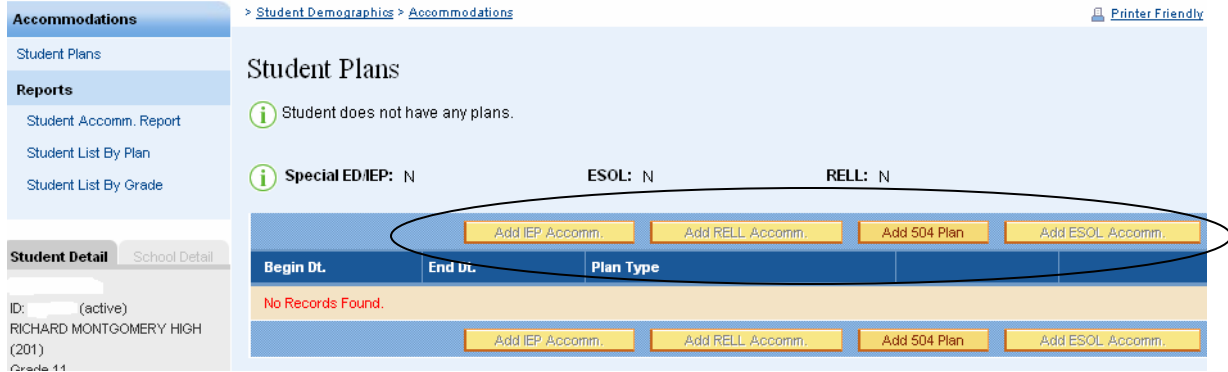


3. Click **Accommodation**.

If you have not selected a school, you may be asked to do so. See Section 4.3 Select a School for more information.

If you have not already selected a student, you will be asked to do so. See Section 4.2 Search for Students for information on this task.

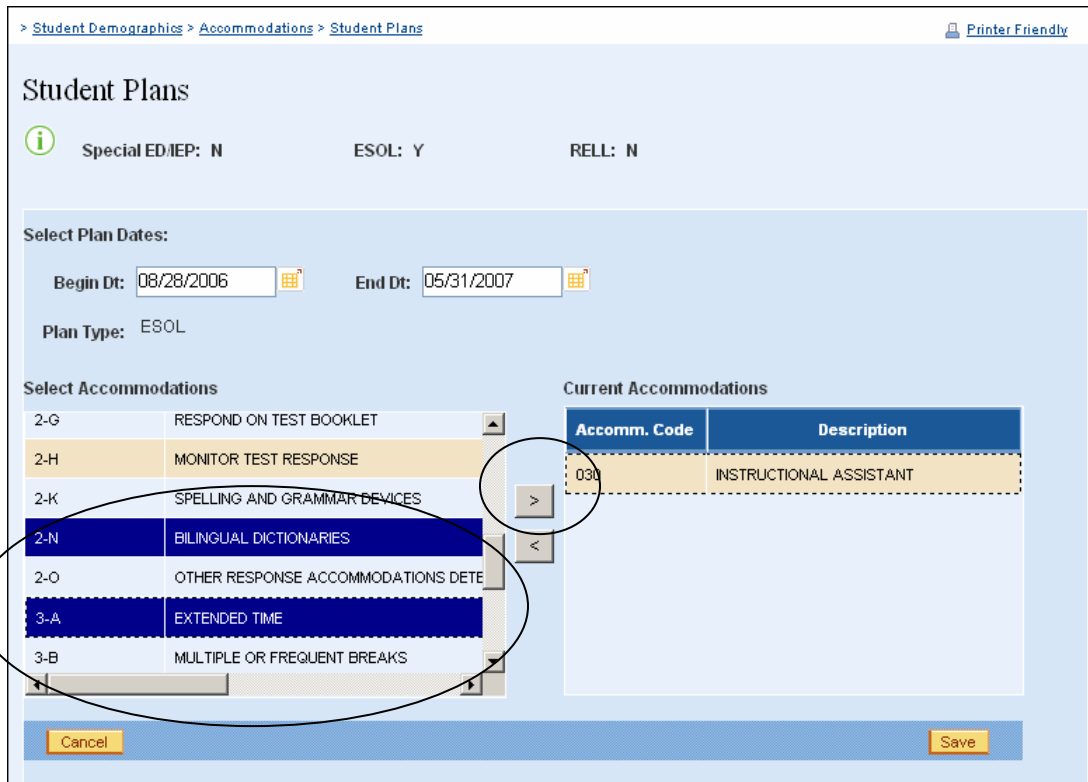
The student's **Student Plan** record appears.



- As appropriate, click either the **Add IEP Accom.**, **Add ESOL Accom.**, **Add 504 Plan**, or **Add RELL Accom.** button. The **Student Plans** page appears for you to select the appropriate accommodations.

**Note:** The “**Add IEP Accom.**” and other buttons are activated only if the student is a Special Ed, ESOL or RELL respectively.

- Indicate the plan’s **Begin Date** using the calendar icons or by entering the date in MM/DD/YYYY format. Note that you cannot select a **Start Date** that occurs in the future, nor and **End Date** past the last day of the school year.



- Under **Select Accommodations**, click the accommodation to select it. To select more than one testing accommodation, hold the Ctrl key while you click each accommodation.
- Click the > button to move the selections to **Current Accommodations**.

**Note:** To remove a **Current Accommodations**, click on it and click < to return it to **Select Accommodations**.

8. When finished, click either

- **Save** to save the testing accommodations to the student’s record and return to the **Student Plan**
- **Cancel** to return to the **Student Plan**. No changes are saved.

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

**Student Plans**

**i** Data was saved successfully

**i** Special ED/IEP: N                      ESOL: Y                      REL: N

		<a href="#">Add IEP Accom.</a>	<a href="#">Add RELL Accom.</a>	<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>
Begin Dt.	End Dt.	Plan Type			
8/28/2006	05/31/2007	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
7/1/2005	06/30/2006	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
		<a href="#">Add IEP Accom.</a>	<a href="#">Add RELL Accom.</a>	<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>

## 1.2 Update Testing Accommodations

To change the IEP or ESOL testing accommodations:

1. Retrieve the student’s **Student Plan**. See Section 1.1 Add Testing Accommodations for information on how to do so.

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

**Student Plans**

**i** Data was saved successfully

**i** Special ED/IEP: N                      ESOL: Y                      REL: N

		<a href="#">Add IEP Accom.</a>	<a href="#">Add RELL Accom.</a>	<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>
Begin Dt.	End Dt.	Plan Type			
8/28/2006	05/31/2007	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
7/1/2005	06/30/2006	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
		<a href="#">Add IEP Accom.</a>	<a href="#">Add RELL Accom.</a>	<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>

2. On the **Student Plan**, click the **View/Edit** link for the plan that you want to update. The student’s current testing accommodation plan appears.
3. If necessary, update the **End Date**.

**Note:** You cannot change a **Start Date**. If the **Start Date** for testing accommodations has changed, delete the record and create a new one with the correct **Start Date**.

4. As with adding the initial testing accommodations, add or remove the information in the **Current Accommodations** list as needed.
5. When finished, click either
  - a. **Save** to save the updated testing accommodation information to the student's record and return to the **Student Plan**
  - b. **Cancel** to return to the **Student Plan**. No changes are saved.

### 1.3 Update Testing Accommodations

1. Retrieve the student's **Student Plan**. See Section 1.1 Add Testing Accommodations for information on how to do so.
2. On the **Student Plan**, click the **Delete** link for the plan to delete.
3. When requested, click **OK** to confirm that you wish to delete the plan.

## 2 Managing 504 Plans for Students

You can manage a 504 plan for a disabled student to indicate the type of disability, the appropriate accommodation code(s), and relevant related services.

### 2.1 Add a 504 Plan for a Student

To add a 504 plan for a student.

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



3. **Click Accommodation.**

If you have not selected a school, you may be asked to do so. See Section 4.3 Select a School for more information.

If you have not already selected a student, you will be asked to do so. See Section 4.2 Search for Students for information on this task.

The student's **Student Plan** record appears.



The screenshot shows the 'Student Plans' page. On the left, there is a sidebar with 'Accommodations' and 'Student Detail' tabs. The main area displays student information: Special ED/IEP: N, ESOL: Y, REL: N. Below this is a table of plans. The first row shows a plan starting on 7/1/2005 and ending on 06/30/2006, with the type 'ESOL'. A red circle highlights the 'Add 504 Plan' button in the row above the table. Other buttons include 'Add IEP Accom.', 'Add RELL Accom.', and 'Add ESOL Accom.'.

4. Click the **Add 504 Plan** button. The **Student Plans** page for **504** appears.
5. Indicate the plan's **Begin Date** using the calendar icons or by entering the date in MM/DD/YYYY format. Note that you cannot select a **Start Date** that occurs in the future, nor and **End Date** beyond 12 months from the start date.

The screenshot shows the 'Add 504 Plan' form. At the top, it displays 'Student Plans' and student status: Special ED/IEP: N, ESOL: Y, REL: N. Below this are 'Select Plan Dates' fields: 'Begin Dt: 01/23/2006' and 'End Dt: 12/15/2006'. The 'Plan Type' is set to '504'. The form is divided into four main sections for selection:

- Select Disabilities:** A list of disability codes and descriptions (e.g., 10 ADD/ADHD, 30 HEARING IMPAIRMENT, 60 ORTHOPEDIC, 40 LEARNING, 90 VISION, 20 AUDITORY PROCESSING). A right arrow button is visible.
- Current Disabilities:** A table showing selected disabilities: 51 DIABETES and 100 VISUAL PROCESSING. A dashed box highlights the 100 entry.
- Select Accommodations:** A list of accommodation codes and descriptions (e.g., 020 HOME AND HOSPITAL TEACHING, 030 INSTRUCTIONAL ASSISTANT, 040 INSTRUCTIONAL STRATEGIES, 050 TRANSPORTATION, 1-C SIGN LANGUAGE). A right arrow button is visible.
- Current Accommodations:** A table showing selected accommodations: 010 HEALTH-RELATED SERVICES, 1-A LARGE PRINT, and 1-B MAGNIFICATION DEVICES. A dashed box highlights the 1-B entry.

At the bottom, there are 'Cancel' and 'Save' buttons.

6. From the **Select Disabilities** list, select the student's disability. Click the right arrow to add it to the **Current Disabilities** list.
7. From the **Select Accommodations** list, select the appropriate accommodation. Click the right arrow to add it to the **Current Accommodations** list.
8. From the **Select Related Services** list, select the appropriate service. Click the right arrow to add it to the **Current Related Services** list. This field is optional.

**Note:** To select more than one item, hold the Ctrl key while you click each choice. To remove a choice in any of the **Current** entries, click it and click < to return it to its **Select** list.

9. When finished, click either
  - **Save** to save the 504 plan to the student’s record and return to the **Student Plan**
  - **Cancel** to return to the **Student Plan**. No changes are saved.

## 2.2 Update the Student’s 504 Plan

To change the student’s 504 plan:

1. Retrieve the student’s **Student Plan**. See Section 2.1 Add a 504 Plan for a Student for information on how to do so.

The screenshot shows the 'Student Plans' page with a navigation breadcrumb '> Student Demographics > Accommodations' and a 'Printer Friendly' link. A message states 'Data was saved successfully'. Below this, status indicators show 'Special ED/IEP: N', 'ESOL: Y', and 'RELL: N'. A table lists three plans:

Begin Dt.	End Dt.	Plan Type	View/Edit	Delete
8/28/2006	05/31/2007	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>
1/23/2006	12/15/2006	504	<a href="#">View/Edit</a>	<a href="#">Delete</a>
7/1/2005	06/23/2006	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>

Buttons for 'Add IEP Accom.', 'Add RELL Accom.', 'Add 504 Plan', and 'Add ESOL Accom.' are located above and below the table. The 'View/Edit' link for the 504 plan is circled in red.

2. On the **Student Plan**, click the **View/Edit** link for the 504 plan to update. The student’s current 504 plan appears.
3. If necessary, update the **End Date**.
 

**Note:** You cannot change a **Start Date**. If the **Start Date** has changed, delete the record and create a new one with the correct **Start Date**.
4. As with adding the initial 504 plan, add or remove the information in the **Current Disabilities**, **Current Testing**, and **Current Related Services** lists as needed.
5. When finished, click either
  - c. **Save** to save the updated 504 plan to the student’s record and return to the **Student Plan**
  - d. **Cancel** to return to the **Student Plan**. No changes are saved.

### 2.3 Update Testing Accommodations

**Note:** If you delete the all the data for a 504 plan, the entire plan is deleted from the database.

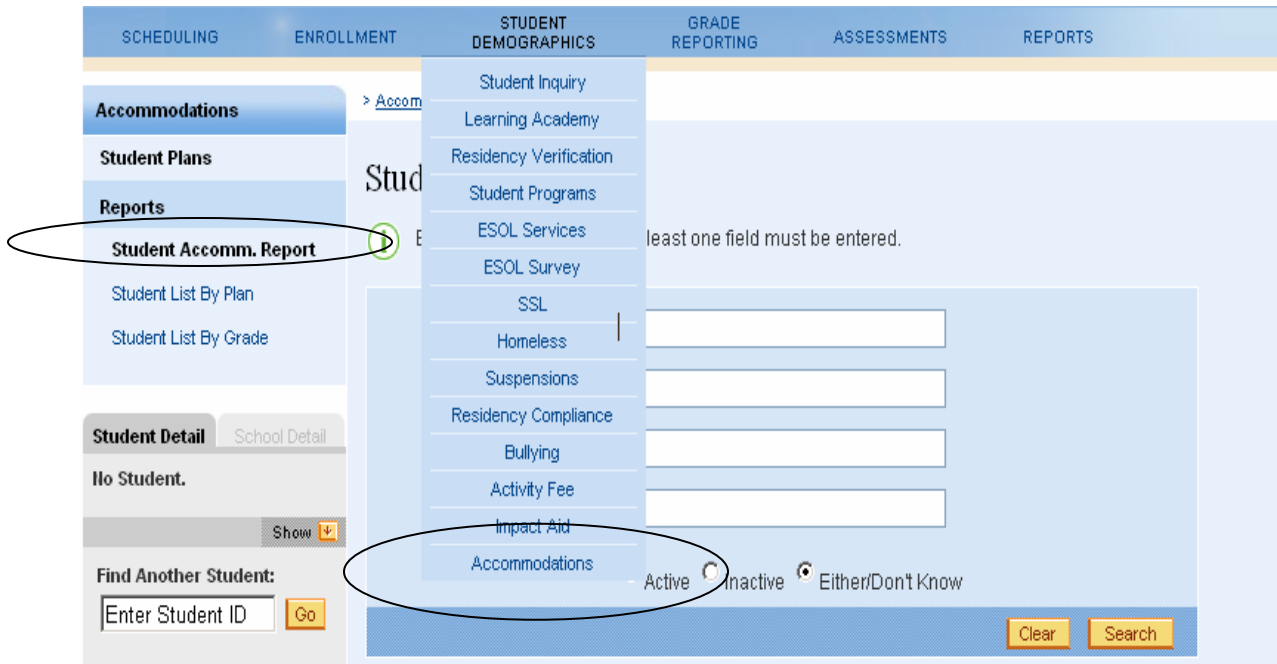
1. Retrieve the student's **Student Plan**. See Section 2.1 Add a 504 Plan for a Student for information on how to do so.
2. On the **Student Plan**, click the **Delete** link for the 504 plan to delete.
3. When requested, click **OK** to confirm that you wish to delete the plan.

### 3 Reports

#### 3.1 Student Accommodations Report

Through OASIS, you can identify all active accommodations from all plans for a particular student in one report. To do so:

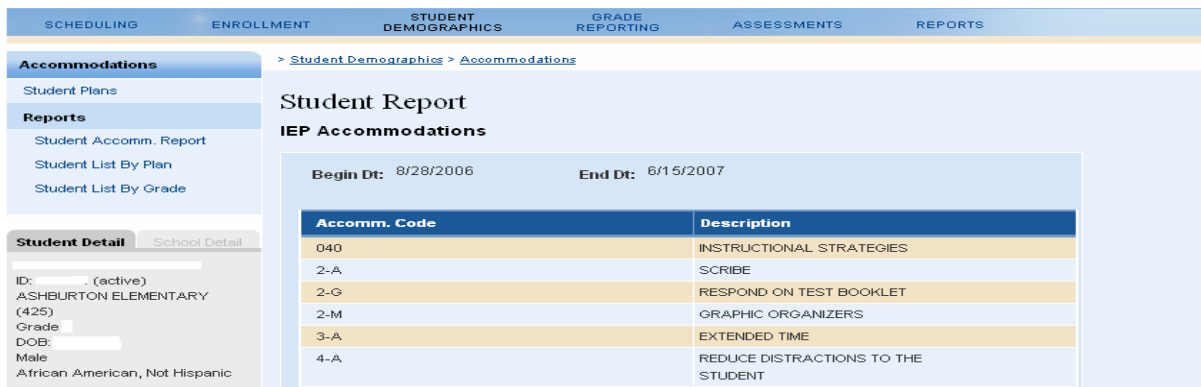
1. Log on to OASIS.
2. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.



3. Click **Accommodations**

If you have not already selected a student, you will be asked to do so. See Section 4.2 Search for Students for information on this task.

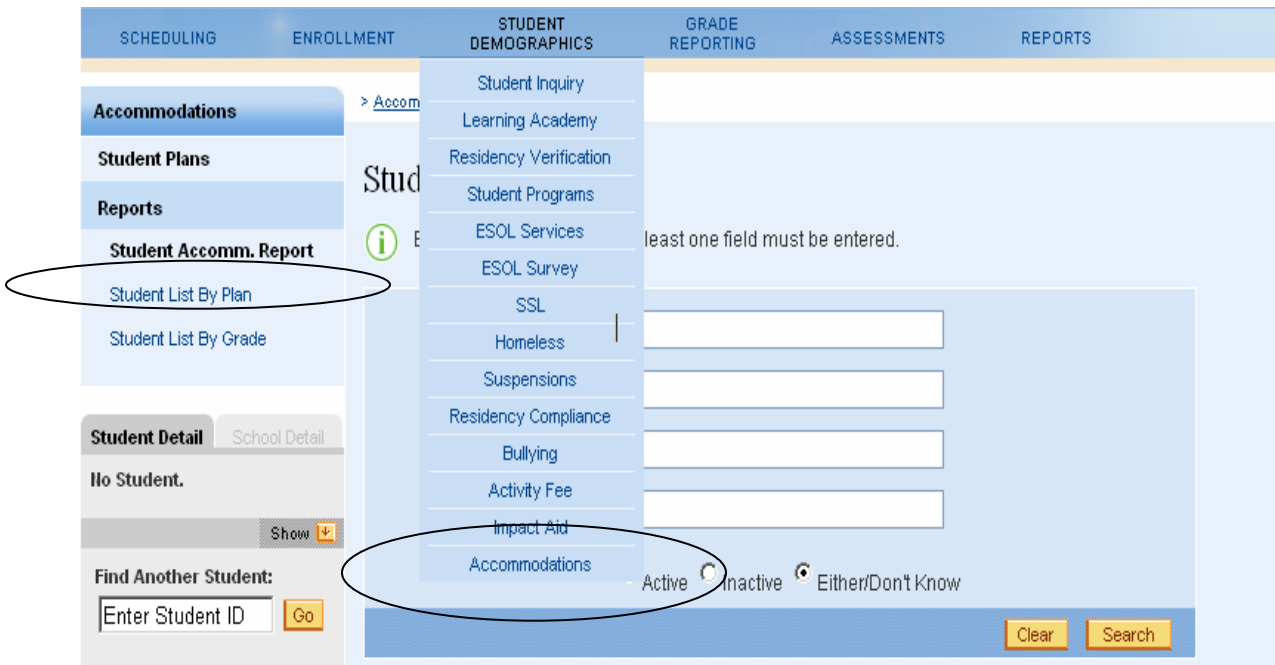
4. Click **Student Accomm. Report** on the left-hand menu. The **Report** appears for the student.



### 3.2 Students List By Plan

Through OASIS, you can identify by school, a list of all students for whom 504, ESOL, IEP, and RELL plans are captured. To do so:

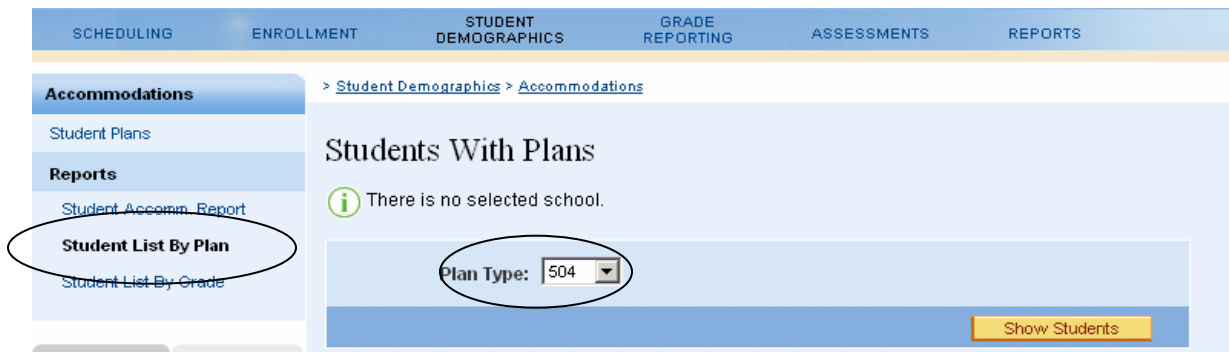
5. Log on to OASIS.
6. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.



7. Click **Accommodations**.

If you have not already selected a student, you will be asked to do so. See Section 4.2 Search for Students for information on this task.

8. Click **Student List By Plan** on the left-hand menu. The **Student List** appears. If you have not selected a school, you may be asked to do so. See Section 4.3 Select a School for more information.
9. Using the **Plan Type** drop-down list, select type of plan for which you to see designated students.



10. Click the **Show Students** button. The list of those students in the school that currently have an active plan of that type will be displayed.
11. Click a student's **Student ID** number to see all the plans that pertain to the student.

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

### Student Plans

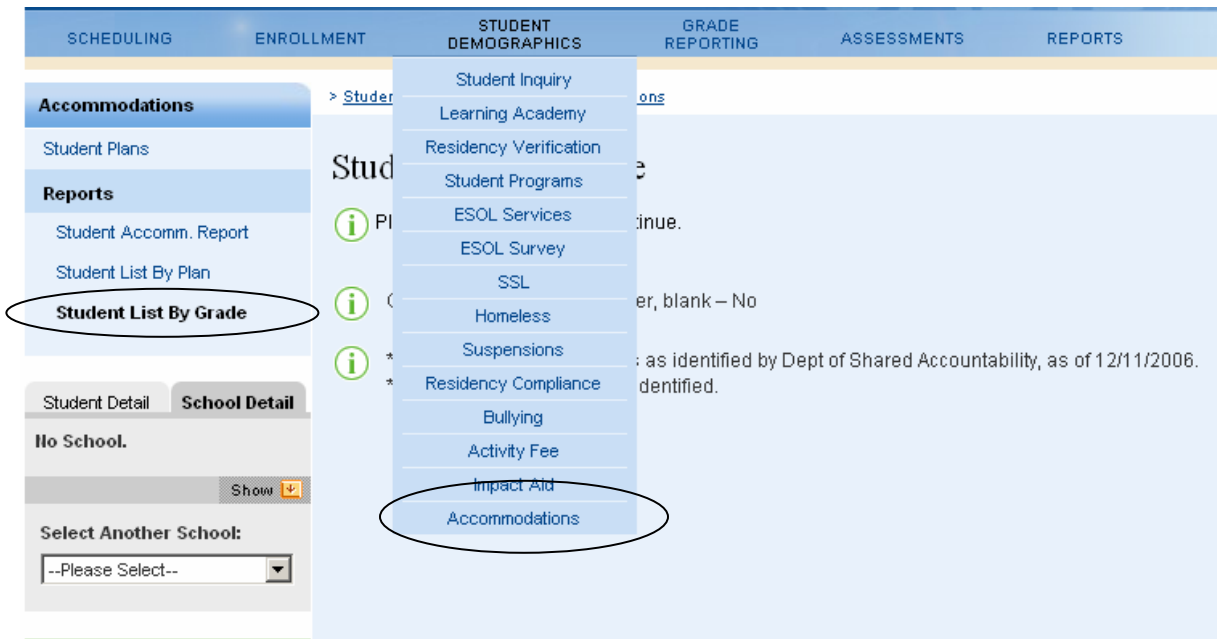
**i** Special ED/IEP: N                      ESOL: Y                      REL: N

<a href="#">Add IEP Accom.</a>		<a href="#">Add REL Accom.</a>		<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>
Begin Dt.	End Dt.	Plan Type			
7/1/2005	01/30/2006	ESOL	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
2/3/2006	02/02/2007	504	<a href="#">View/Edit</a>	<a href="#">Delete</a>	
<a href="#">Add IEP Accom.</a>		<a href="#">Add REL Accom.</a>		<a href="#">Add 504 Plan</a>	<a href="#">Add ESOL Accom.</a>

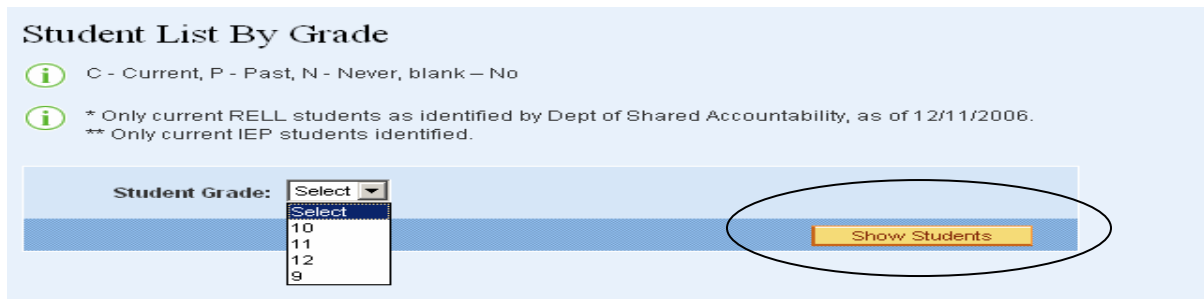
### 3.3 Student List by Grade

Through OASIS you can identify, by Grade level, a list of all students with indicators to inform you whether they are currently ESOL, RELL, IEP or 504 as well as if accommodations have already been entered for each student or not. To do so:

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



14. Click **Accommodations**.
15. Click **Student List By Grade** on the left-hand menu. The **Student List** appears. If you have not selected a school, you may be asked to do so. See Section 4.3 Select a School for more information.
16. You will be asked to select a valid grade level now from the drop down list



17. Then click on Show students once you have selected a Grade.

18. The list of students in that Grade will be displayed. Use the following legend when examining the indicators for each student:

- C : Current
- P : Past
- N : Never
- Blank : No

1 2 3 4 5 6 7 8 9 10 Page 1 of 10   Show All   Multi Sort											
Student ID	First Name	Last Name	Grade	ESOL	Acc ESOL	*RELL	Acc REL	**IEP	Acc IEP	504	Acc 504
818290	ALEXIS	JONES	7	N	N		N		N	N	N
979509	DELMIS	UMANZOR	7	N	N		N		N	N	N
996902	PHUC THO	NGUYEN	7	C	P		N		N	N	N
808332	RANDY	REYESCRUZ	7	P	N	C	N		P	N	N
819215	CYNTHIA	GROSS	7	N	N		N		N	N	N
911113	ALTAGRACIA	BELTRAN VILCHE	7	P	N	C	N		N	N	N
819216	AXL	GROSS	7	P	N		N		N	N	N
337870	STEFFANIE	ORDONEZ-TURCIO	7	C	P		N		N	N	N
807664	GREGORY	GADBOIS	7	N	N		N		N	N	N
815057	MARIALYNN	OKANLAWON	7	N	N		N		N	N	N
929898	EMILY	DOLLEMORE	7	N	N		N		N	N	N
342249	LADY MARIANA	ZAPATA RIVERA	7	C	N		N		N	N	N
801090	LESLY	MENDEZ	7	P	P	C	N		N	N	N
815156	MIRANDA	MANGANO	7	N	N		N		N	N	N
820026	KAREN	BONILLA	7	P	P	C	N		N	N	N
820219	JENNIFER	GUEVARA	7	N	N		N		N	N	N
810002	ARIEL	DONISCARDONA	7	P	N		N		P	N	N
802298	MARC	ANASTASI	7	N	N		N		N	N	N
805306	CHARLIE	MEMBRENO	7	N	N		N		N	N	N



## 4 Common Tasks

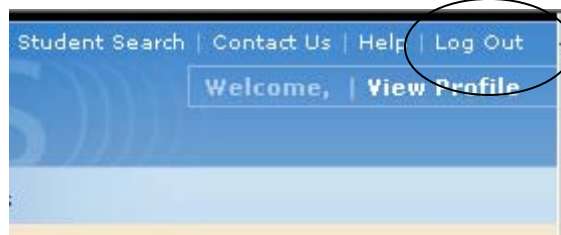
### 4.1 Log On and Off of OASIS

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.



### 4.2 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** page appears.

Montgomery County Public Schools  
Online Administrative Student Information System

Student Search | Contact Us | Help | Log Out  
Welcome, usern01 | View Profile

SCHEDULING ENROLLMENT **STUDENT DEMOGRAPHICS** GRADE REPORTING

> Student Demographics [Printer Friendly](#)

**Student Search**

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status:  Active  Inactive  Either/Don't Know

**User Tip**

Welcome to OASIS!  
Suspensions and Student Programs modules will be back online by the first day of school.

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.

**Student Search**

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status:  Active  Inactive  Either/Don't Know

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.
<a href="#">743</a>	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
<a href="#">621</a>	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
<a href="#">960</a>	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
<a href="#">585</a>	H	R	S	01/03/1982	24	N	Sherwood High	503
<a href="#">621</a>	H	S	N	09/23/1984	22	N	Walter Johnson High	424
<a href="#">563</a>	H	S	M	05/04/1981	25	N	N/a	0

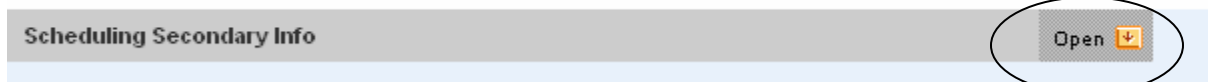
5. To see a student’s record, click the **Student ID**.

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 page.

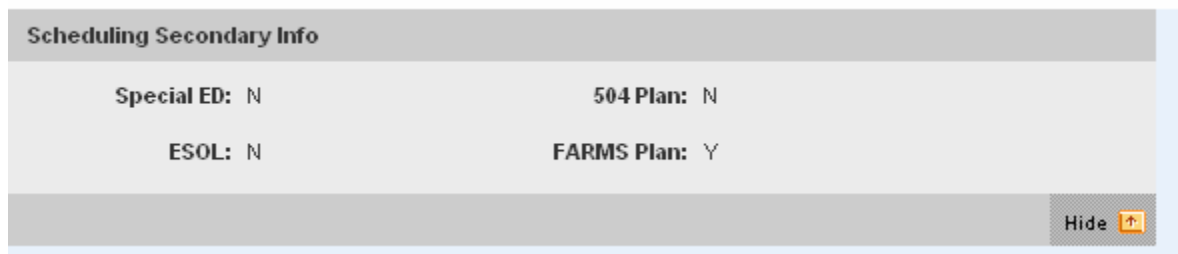
- Click its **Open** button to view that information.

> [Scheduling](#) > [Secondary Drop Add](#)



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

> [Scheduling](#) > [Secondary Drop Add](#) > [View Class By Course](#)



**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 appear. 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		<a href="#">View Schedule</a>
789	ALBERT EINSTEIN HIGH	08/29/2005	11/07/2005	<a href="#">View Schedule</a>

### 4.3 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 'Teacher List' page. The navigation bar includes tabs for SCHEDULING, ENROLLMENT, STUDENT DEMOGRAPHICS, GRADE REPORTING, ASSESSMENTS, and REPORTS. The 'ENROLLMENT' tab is selected. The main content area displays 'Teacher List' and a message: 'Please select a school before continuing.' The left-hand menu has 'School Detail' selected. Below the menu, a 'Select Another School:' dropdown menu is open, showing a list of schools including 'Argyle Middle' which is highlighted. A circle is drawn around the dropdown menu.