



And



Alternative School Application Directions for Referring Schools

Student Information Systems

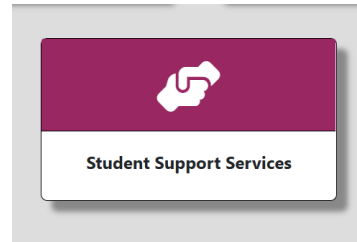
September 2026

1. Log into Wake Id, click on **OASIS** Icon

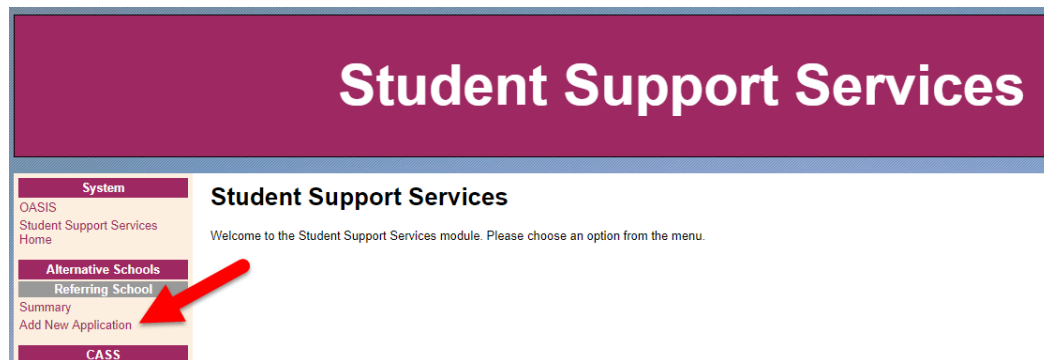


OASIS

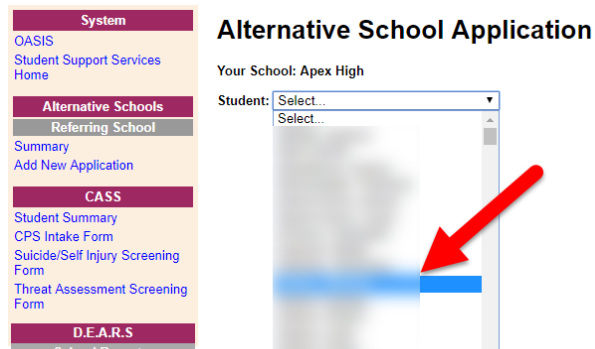
2. Click **Student Support Services**



3. To start an application, click **Add New Application**



4. Select the student in the drop down.





5. Verify student information, answer each question, click **Save and Proceed to Next Step**

Student Information

Information is populated automatically.
Please verify student address and phone number.

Student ID: [Field]
Address: [Field]
Home Phone: [Field]
DOB: [Field]
Ethnicity: [Field]
Race: [Field]
Sex: [Field]
Current School: [Field]
Current Grade: [Field]
Track: [Field]
SPED Exceptionality: [Field]
AG: [Field]

School Year Selection

School Year: ☒ Current Year (2026-2027) ☐ Next Year (2027-2028)
Alternative School this student is applying to: Phillips High

Application Details

Describe positive behaviors of the student: [Text Area]
Characters remaining: 1000

What is the barrier preventing the student from being successful at their base school or causing them to be off-cohort? [Text Area]
Characters remaining: 1000

Is the student being referred to special education? ☐ Yes ☐ No
If you check "yes" for SPED referral, include DEC1 Date

Is the parent/guardian aware of and did they consent to the referral? ☐ Yes ☐ No
Answer both. Families must consent to being referred

Does the family require translation services? ☐ Yes ☐ No

Save and Proceed to Next Step Click to proceed

If you **Save and Proceed** with a required field blank you will see the following:

School Year Selection

School Year: ☒ Current Year (2026-2027) ☐ Next Year (2027-2028)
Alternative School this student is applying to: Phillips High

Application Details

Describe positive behaviors of the student: [Text Area]
Characters remaining: 1000

What is the barrier preventing the student from being successful at their base school or causing them to be off-cohort? [Text Area]
Characters remaining: 1000

Is the student being referred to special education? ☒ Yes ☐ No
DEC1 Date: [Field]

Is the parent/guardian aware of and did they consent to the referral? ☒ Yes ☐ No

Does the family require translation services? ☒ Yes ☐ No

Warning!
All fields are required! Please complete the ones highlighted in red.
OK

If you **Save and Proceed** with all field complete you will see the following:

Year Selection

School Year: ☒ Current Year (2026-2027) ☐ Next Year (2027-2028)
Alternative School this student is applying to: Phillips High

Application Details

Describe positive behaviors of the student: [Text Area]
Characters remaining: 996

Success!
Application data saved successfully! You will be redirected to the Application Details page in 5 seconds.
OK



6. Request teacher recommendations. You must have at least three completed in order to submit.

Teacher Form Status (3 or more required for submission)					
Term	Teacher	Course Name	Status	Date Original Request Sent to Teacher	Date of Last Follow-up Email
25-26		ELA Grade 7		06/01/2026	-
25-26		Math Grade 7		06/01/2026	-
25-26		Social Studies Grade 7		06/01/2026	06/02/2026
26-27		Science Grade 8		Send Request	-
26-27		Math Grade 8	-	Send Request	-
26-27		Homeroom 8	-	Send Request	-
26-27		ELA Grade 8		Send Request	-
26-27		Social Studies Grade 8		Send Request	-
Q1		Reading Acceleration		Send Request	-
Q1		Computer Science D		Send Request	-
Q2		Exploring Nutri and Wellness	-	Send Request	-
		ELA Grade 7	Complete	06/01/2026	-
		Social Studies Grade 7	Complete	06/01/2026	06/02/2026
		Math Grade 7	Complete	06/01/2026	-

Teacher Form Status					
Term	Teacher	Course Name	Status	Date Original Request Sent to Teacher	Date of Last Follow-up Email
18-19		Homeroom			
S1		Visual Arts Beginning			
S1		American History I			
S1		Foods I			
S1		NC Math 3	Request sent	03/27/2019	
S2		Biology	Request sent	03/27/2019	
S2		English II Honors	Request sent	03/27/2019	
S2		Sculpture/Ceramics VAS Intermediate	-	Send Request	
S2		Marketing	-	Send Request	

7. Once three teacher recommendations are complete, a box will appear. Check that box and then click **Submit Completed Application**

☐ I verify that the application is complete and ready to be sent to the Alternative School for review. There are at least 3 teacher forms completed.

Submit Completed Application



Summary of Applications

The summary section allows you to see all students with an application and the status of the application.

System

- [OASIS](#)
- [SSSP Home](#)

Alternative Schools

- [Referring School](#)
- [Summary](#) (Callout: Click **Summary** to view all applications)
- [Add New Application](#)
- [Teacher Form](#)

[Filter Data](#)

Referring School Application

School: Mount Vernon School (0305200)

Filter By: ☐ School Year ☐ Status

[Filter Data](#)

Referrals

School Year	Student	Alternative School	Status	Last Updated	Teacher Forms	View Details
2026		Phillips High	In Progress (not submitted)	05/04/2026	Complete	View Delete
2026		Phillips High	Accepted	05/26/2026	Complete	View Delete
2026		Phillips High	Accepted	05/26/2026	Complete	View Delete
2026			Denied	05/26/2026	Complete	View Delete

Alternative school decisions will be located here

Applications that have not been finalized will show **In Progress (not submitted)**.

Click View to see the data previously entered, request Teacher Forms, and make edits. Click Delete to remove the application.

Submitted applications have a message:

This application has already been submitted to the receiving school.

Application Status	
Current Status:	Accepted
Status Message:	_____ has been accepted to _____ for the 19-20 school year! She and her family are required to attend an orientation session Monday, November 4 at 10:00am. _____ will be in touch with you with more specific information. Please let me know if you have any questions! _____ School Counselor