District of Columbia Office of the
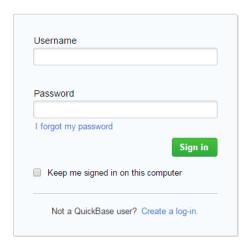State Superintendent of Education

Private School Roster QuickBase Quick Reference Guide

Logging In

You will receive an email invitation to the application. If you have an existing QuickBase account, you will use that password. If you do not have an account, you can select the ling to "Create a log-in".
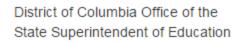

You can also access the application by going to https://octo.quickbase.com/db/bmdav84sm

When you first log into the QuickBase application, you will see a dashboard with a listing of students associated with your school.
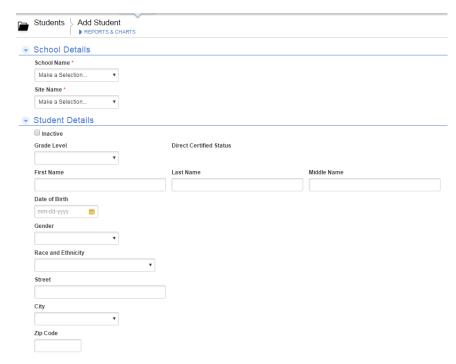
Finding a Student

You can use the "Search Students" field shown below to find a specific student. Before adding a new student you should search first to confirm they are not already associated with your school.

![District of Columbia Office of the State Superintendent of Education - OSSE logo]

Adding New Students

To add a new student, click on the green "New Student" button in the upper right of the dashboard. This will bring you to a form where you can enter the student details. Be sure to fill in all fields with a "*" as those are required fields.

Editing Student Information

To edit student information, locate the student record and select the pencil ✏ icon to the left of the row. This will take you into the form shown above where you can modify the information as needed.