

# Church Census System

## Religious Education Menu



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# **Raiche Consultants Church Census System Owner's Manual**

## **Religious Education Menu**

### ***Overview***

One of the most powerful modules of the Census Program, the Religious Education module is designed to help you maintain a wealth of information regarding your students, assist you in student registration, track the collection of fees, generate rosters on demand, track attendance, supply you with a wide variety of reports, communicate with the families, and more.

The menu interface was redesigned in the spring of 2008 (version 16) using a tab feature not previously available in Microsoft Access. The various menu and sub-menu entries were reorganized into groups that are more logical and converted to buttons, with explanations added to help you find what you need with a minimum of effort.

As always, any suggestions you have to improve the program or if you have new ideas, please contact us. It is your suggestions that keep this program current and useful.

### **NOTE:**

**As in all sections of this manual,  
all of the data shown is fictitious for demonstration purposes.**

### **NOTE:**

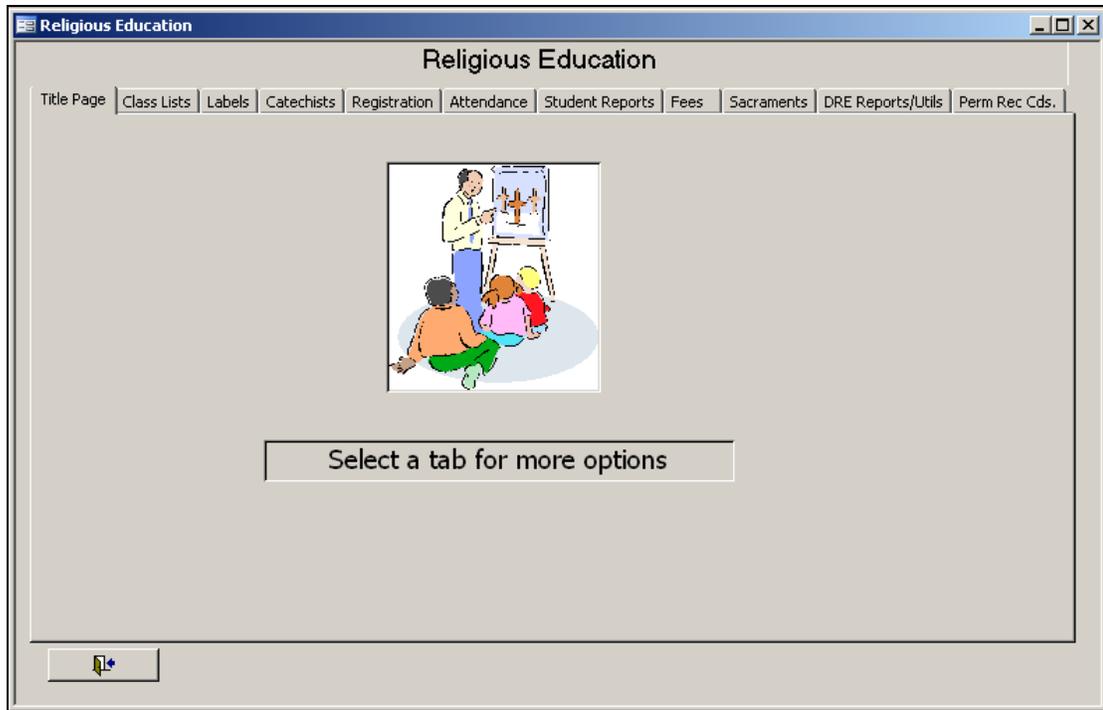
**The color background shown in the documentation  
may differ from your screen colors.  
This is due to how each computer handles Windows colors.  
We apologize for any inconvenience this may cause.**

## Opening the Religious Education Menu:



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To access the Religious Education menu. From the main screen, press the **Religious Education** button and the following screen opens:



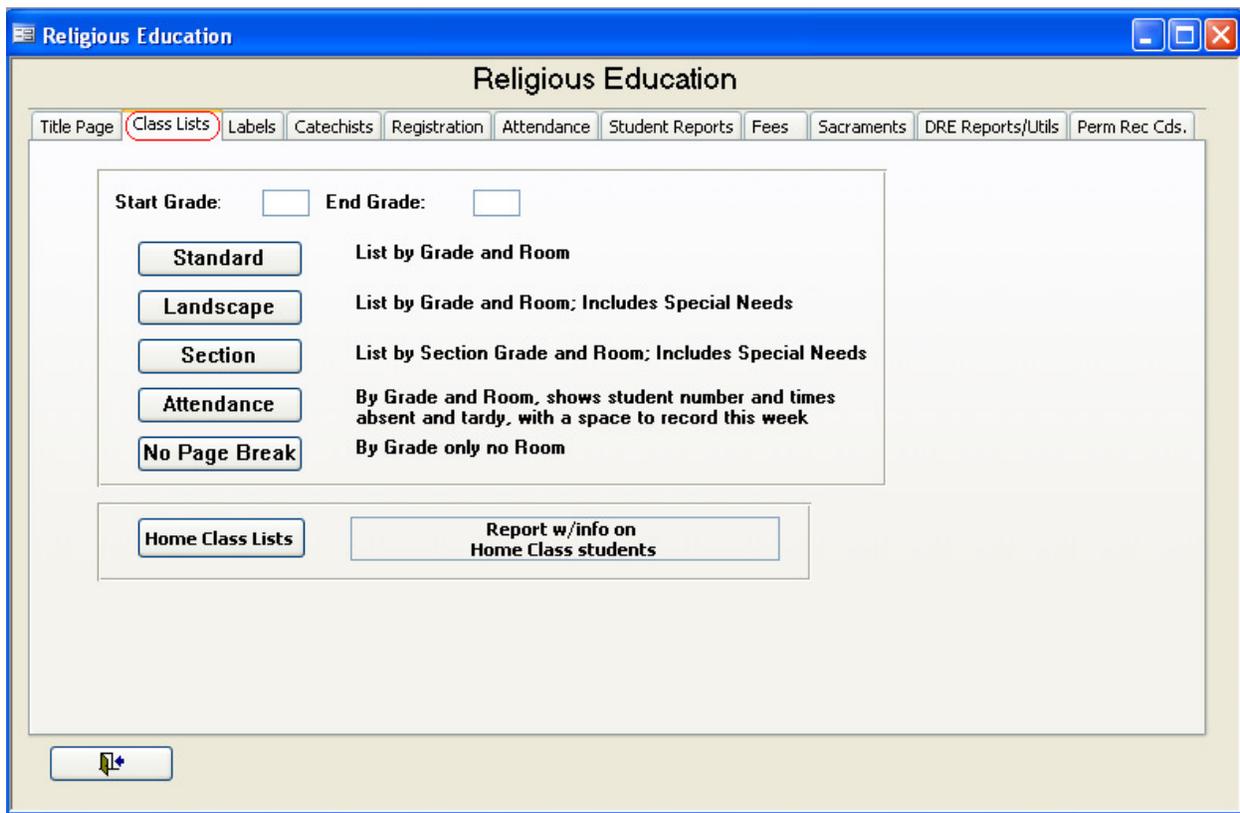
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Across the top the various categories are listed. All the options have been rearranged in, what we feel, is a logical grouping. Simply click each tab to see where everything is located.

### ***Title Page***

When you open the tab page, this page will always be first. We placed a simple picture on the page so you would not have to see a blank, boring page.

## Class Lists



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## Rosters

Enter values in the **Start Grade – End Grade** to show the grades you want to view.

Press **Standard** to view/print a regular class list (roster) for each class you selected.

Press **Landscape** to view/print a regular class list (roster) for each class you selected in a landscape format. This report includes special needs information.

Press **Section** to view/print class list sorted by section and room including Special Needs

Press **Attendance** to view/print rosters with a place to record absence/tardy information.

Press **No Page Break** for a continuous listing without placing each grade on a separate page.

## Home Class Lists

Press **Home Class Lists** to view/print a complete list of all home school students. The grade boxes do not affect this function. The following report will appear:

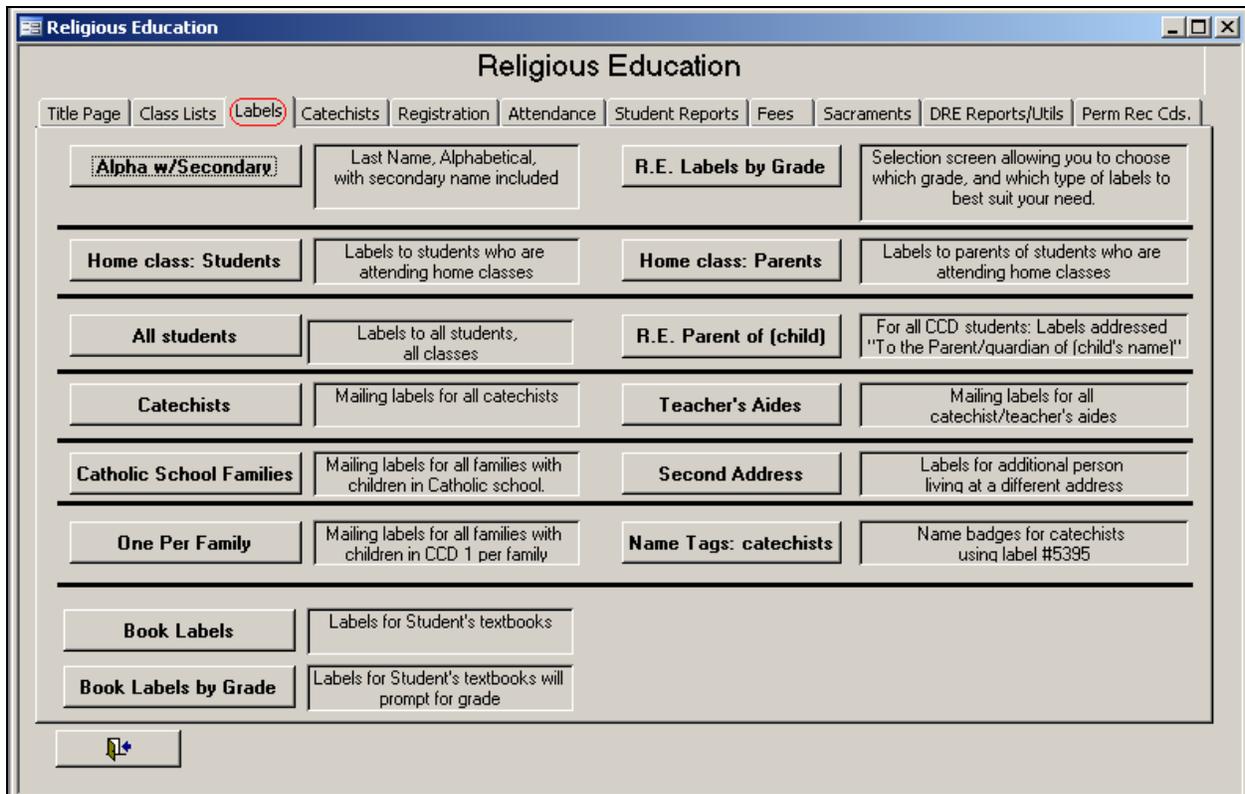
<b>St. Columkille Parish</b> <b>1400 Saint Jude Ln.</b> <b>Southbridge, MA 11544</b>					
<h1>Home Class Information</h1>					
<b>Home Class</b>		<b>Home Class Phone</b>			
19 Ceder Dr.		413-555-1212			
<b>Grade</b>	<b>Student Number</b>	<b>Student name Parent Name</b>	<b>Family Number</b>	<b>Emergency Name Emergency Phone</b>	<b>Second Contact Name Second Contact Phone</b>
Teacher	66	Fineman, Maureen M Michael Fineman	1036	John Smith 413-555-1212	Jane Doe
<b>Grade</b>	<b>Student Number</b>	<b>Student name Parent Name</b>	<b>Family Number</b>	<b>Emergency Name Emergency Phone</b>	<b>Second Contact Name Second Contact Phone</b>
1	62	Fineman, Carolyn A Michael Fineman	1036	John Smith 413-555-1212	Jane Doe

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## Labels

This opens the **Labels** window. These labels are the ones commonly used within the Religious Education program. Other labels can be found under the **Labels** button on the **main screen**.

Although there are explanations for each button, we will expand on them for you now.



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- Alpha w/Secondary** Label sheets sorted by last name, adding the Secondary name (if used) from the Family page.
- Home Class: Students** Mailing Labels with the home class students' names and addresses.
- All Students** Mailing Labels to all students, all classes, NOT addressed to the parents.
- Catechists** Mailing Labels for all catechists.

## Catholic School Families

Mailing labels for all families with children in Catholic schools.

## One Per Family

This prevents families with more than one child in Rel. Ed. from receiving multiple copies of the same mailing.

## Book Labels

Labels for students' textbooks:  
sample:

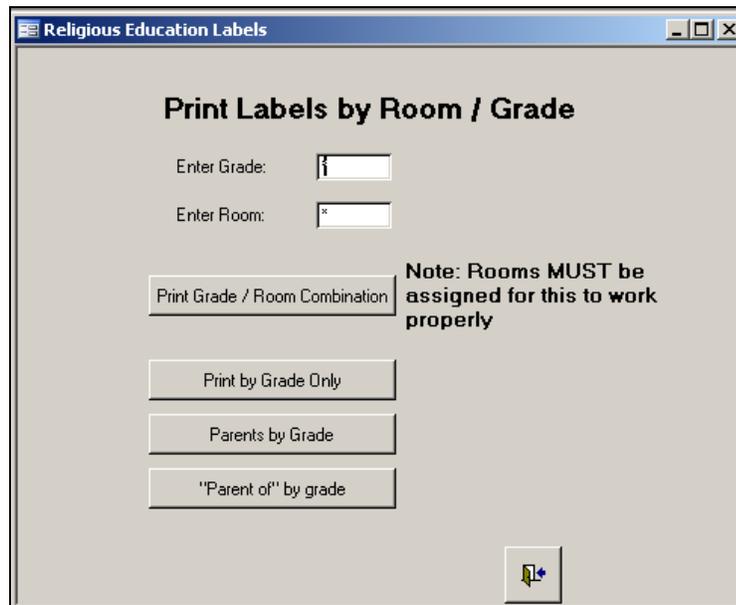
Student: Cody Nickelson
Grade: 5 Room: A
Teacher: Lynn King

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**Book Labels by Grade** Same as above, but will prompt for grade

## R. E. Labels by Grade:

This opens the following window. You are given the option to select a grade and a room within the grade, then choose the type of label you need. All choices will first appear on the screen before printing.



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## Print Grade/Room Combination:

Enter the grade and room then select this button. For example, if you want labels for *Grade 2 in room 102* enter these in the fields and press this button for the labels. They appear first on the screen.

**Print by Grade Only:**

Enter the grade and press this button. Labels have the *students'* name and address.

**Parents by Grade:**

Enter the grade and press this button. Labels have the *parents* name and address.

**“Parents of” by Grade:**

Enter the grade and press this button.

Labels appear as *“To the parents/guardian of (child’s name)”* and address.

**Home Class: Parents**      Labels to the parents of all home school students.

**R. E. Parent of (child)**      Labels appear as *“To the parents/guardian of (child’s name)”* and address for the complete program.

**Teacher’s Aides**              Labels for those serving as classroom assistants.

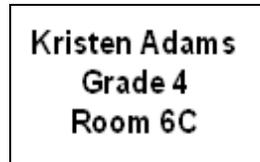
**Second Address**

This is actually for *Second Contact* labels. Found on the Rel. Ed. Page for each member, the Second Contact is used when a member has designated another person, such as a divorced parent, for contact. By checking the **Send Mail** checkbox, this person will receive appropriate mailings.

<b>Second Contact</b>	<b>Send Mail:</b> <input checked="" type="checkbox"/>				
<b>Name:</b>	Margaret Simpson				
<b>Relationship:</b>	<input type="text"/>				
<b>Street:</b>	44 Evergreen St				
<b>City:</b>	Lawson	<b>State:</b>	MA	<b>Zip:</b>	00554
<b>Phone:</b>	1-555-789-055				

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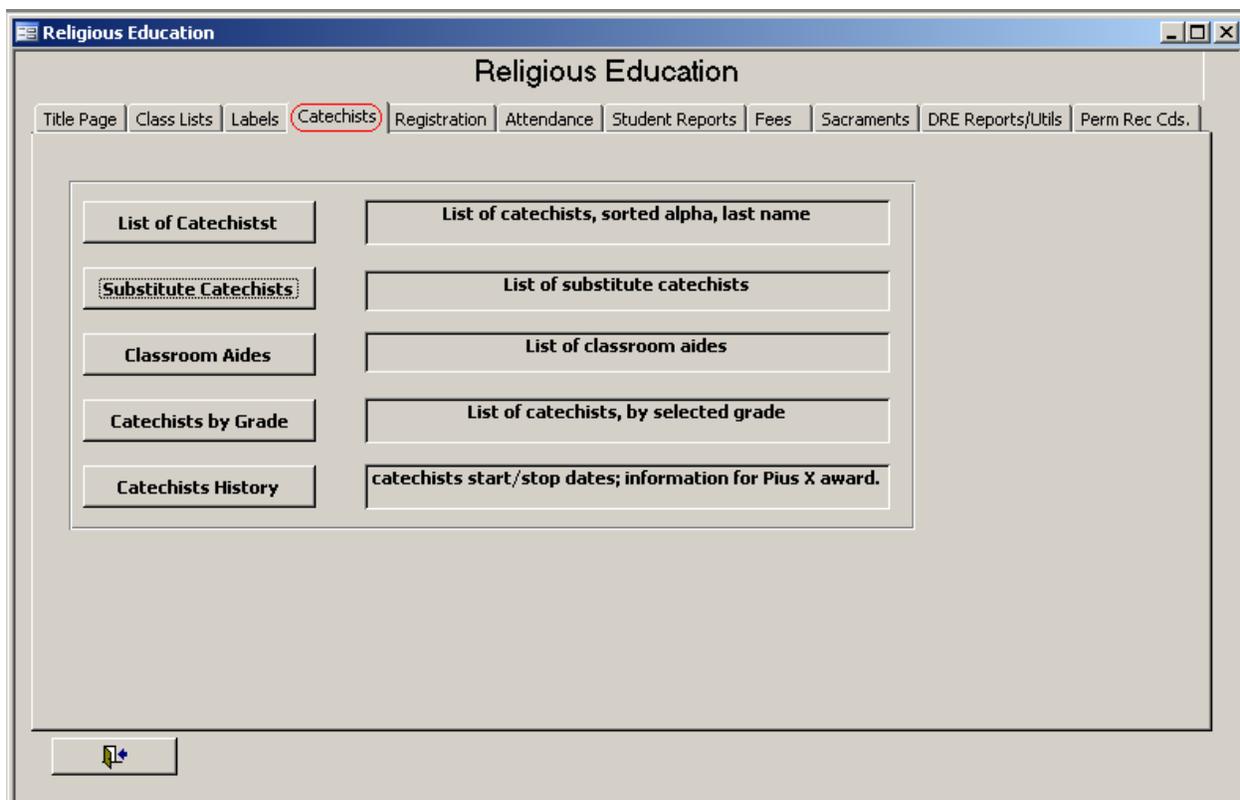
**Name Tags: Catechists** Creates a name badge with catechist's name, grade and room # using label number Avery label #5395 or equivalent (as shown):



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## ***Catechists***

This opens a window with reports and information related to your catechists, including substitutes, and classroom aides.



**List of catechists** Simple report which includes name, address, phone, grade, and room #

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544						
<i>Religious Education Teacher (Catechists) List</i>						
Name	Address	Phone	Unl	Grade	Room #	
Sandra Baker	18 Corner Rd. MyTown, 11025	413-555-1212	N	9	H1	
Diane Forrester	15 Neverending Rd. MyTown, 11025	413-555-1212	N	0		
Lynn King	30 Southern View Your Town, 22022	413-555-1212	N	5	A	
Ann Pilot	21 Corner Rd. Your Town, 22022	413-555-1212	N	11	H1	
Maureen Pineman	19 Easy St. MyTown, 11025	413-555-1212	N	10		

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**Substitute Catechists** Similar to above, without the grade/room assignments

**Classroom Aides** Report same as Catechists

**Catechists by Grade** Similar to Catechists, but sorted by grade, ascending 0 – 12

**Catechists History** Designed to recap important information on each catechist.

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**First, Last names:** Select a member from the drop-down menu

**Grade:** Allows tracking of multiple grades

**Start and End dates:** Enter data as required.

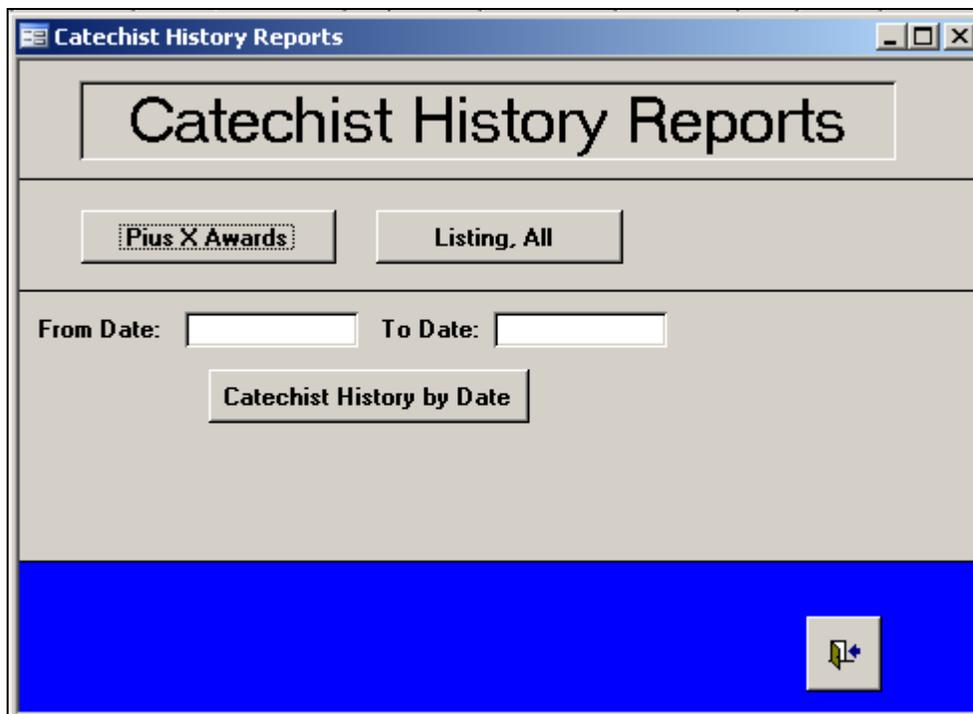
**Received Pius X,  
Date received:** Check box if award was received; enters date received.

**Comments:** Free style box to enter text as needed.

**Add New Person:** Click this button. The member screen goes blank.  
Select the new member from the drop-down list.  
Enter data as required.

**Delete a member:** Select a record using the VCR buttons at the bottom of the window.  
Click on the *trash can*. Say YES at the prompt to select, NO to cancel.

**Reports:** Press *Reports* button to open the following window:



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## Pius X Awards

<i>Pius X Awards</i>	
<i>Date of Award</i>	<i>Name</i>
	<i>Lynn King</i>
<i>1999</i>	<i>Sandra Baker</i>
<i>2000</i>	<i>Nancy Adams</i>

Recap report showing the name of each recipient, and the year of the award.  
This report can be used on a bulletin board, or hung in your office.

**Listing, All** Listing of all currently active catechists, as shown below:  
Does not include substitutes or aides.

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544						
<b>Catechist History, currently active</b>						
<i>26-Jun-08</i>						
<b>Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Grade</b>	<b>Pius X</b>	<b>Date Pius X</b>	<b>Comments</b>
Baker, Sandra	9/1/1990		9	<input checked="" type="checkbox"/>	11/12/1999	Outstanding personality. Unparalleled creativity.
Forrester, Diane	8/15/2004		0	<input type="checkbox"/>		Loves the kindergarten children.
King, Lynn			5	<input checked="" type="checkbox"/>		Note
Pilot, Ann			11	<input type="checkbox"/>		
Pineman, Maureen			10	<input type="checkbox"/>		

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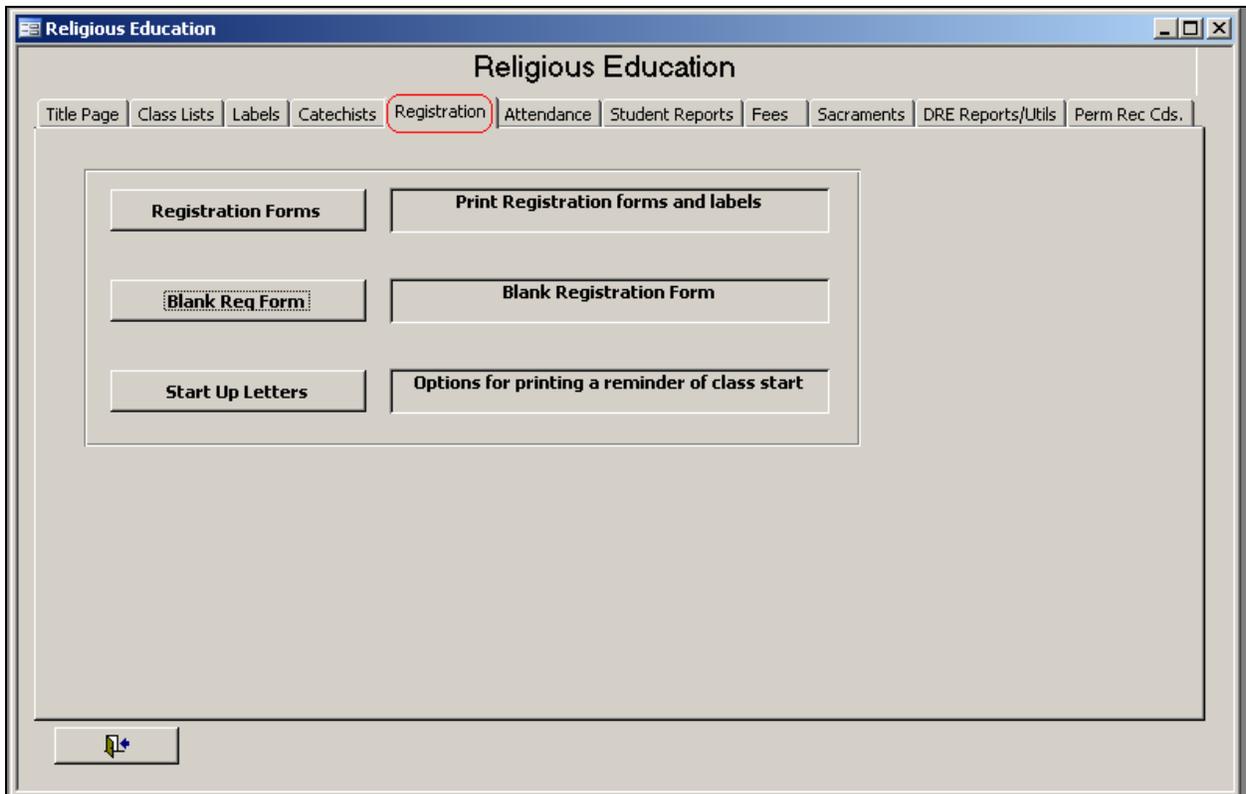
**Catechist History by Date:** Enter a date range to produce a (sample) report:

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544						
<b>Catechist History</b>		Date Span: from Start Date: 1/1/1990 To: 12/31/2008				
<i>26-Jun-08</i>						
Name	Start Date	End Date	Grade	Pius X	Date Pius X	Comments
Adams, Nancy	8/1/1992	6/1/1995	6	<input type="checkbox"/>		Began at this level
Adams, Nancy	8/20/1995	6/1/2000	5	<input checked="" type="checkbox"/>	5/12/2000	Left for medical reasons. Plans on returning in the near future.
Baker, Sandra	9/1/1990		9	<input checked="" type="checkbox"/>	11/12/1999	Outstanding personality. Unparalleled creativity.
Coughman, Kenneth	8/15/1997	6/1/2001	11	<input type="checkbox"/>		Change in work schedule.
Fonestex, Diane	8/15/2004		0	<input type="checkbox"/>		Loves the kindergarten children.

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## Registration

This section will assist you in organizing your registration process.

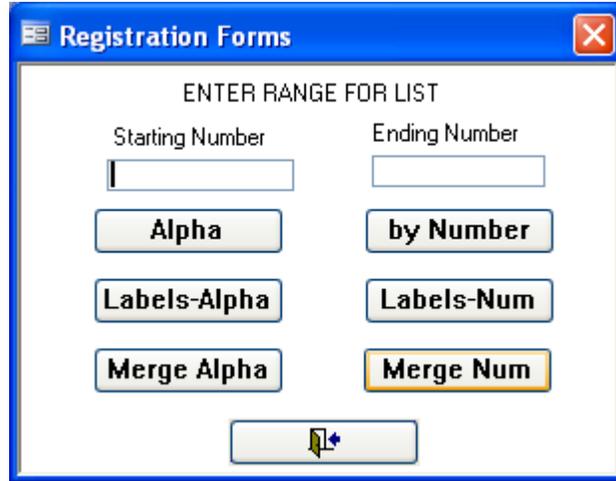


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## Registration Forms:

Gives you several options for creating and distributing registration form and labels.

Clicking this button opens the following window:

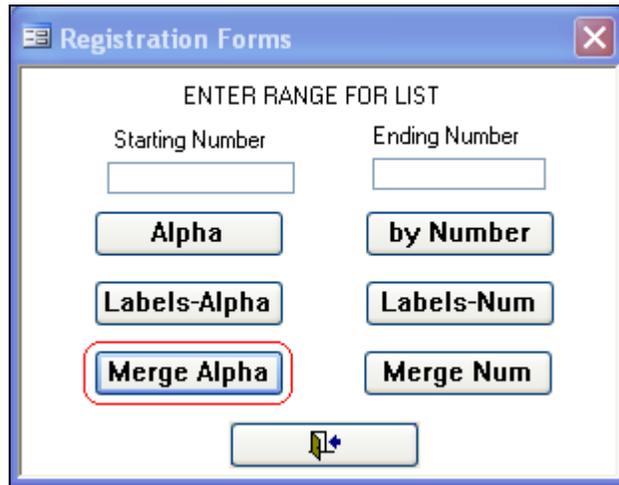


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**NOTE: Starting/Ending Number not required for alpha selections.**

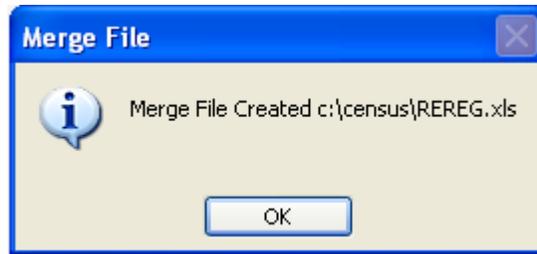
- Alpha:** Gives you all registered families in alphabetical order.  
*Starting/ending number does not apply for alpha buttons.*
- Labels-Alpha:** Gives you the labels for these families.
- By Number:** Enter a number range, then click button.  
Registration forms within that range are available to view and print
- Labels-Num:** Enter a number range, then click button.  
Labels within that range are available to view and print
- Merge Alpha:** Clicking Merge Alpha creates an Excel file which lists the families in alphabetical order for use in Word as a merge file. See below:
- Merge Num:** Clicking Merge Num creates an Excel file which lists the families in numerical order within the set range for use in Word as a merge file. See below:

To create an alpha merge, click **Merge Alpha**:



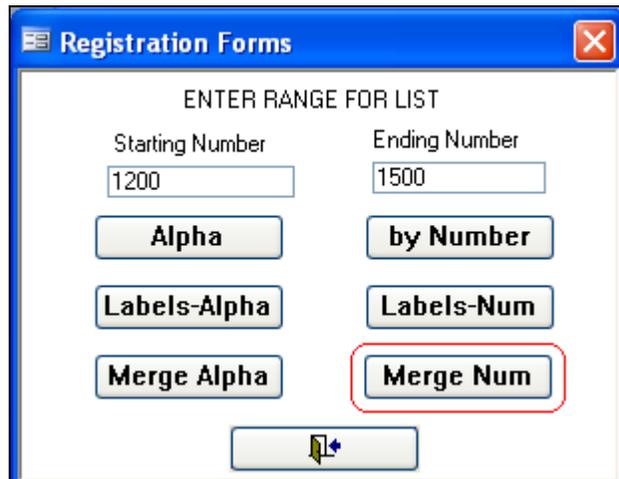
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This window will open: (SEE SPECIAL NOTE BELOW)



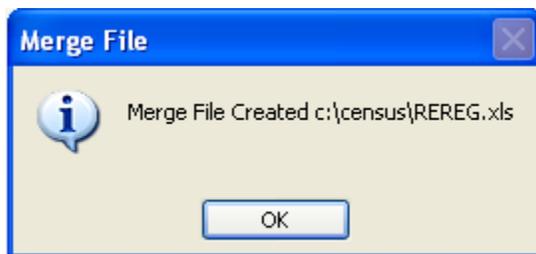
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To create a numeric merge set a number range then click **Merge Num** (below):



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This window will open: (SEE SPECIAL NOTE BELOW)



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**SPECIAL NOTE:**

When you create the merge file for either alpha or numeric, the Census program uses the same file name (as seen in the images above). You can delete the file before each application, or Excel will put them in the same file, but create a “tab” as seen in this example:

ster	29	Woods Av Patrick	Mr. & Mrs.	11025	MA	My Low
elson	42	Cotton Row Thomas	Mr & Mrs	721177	MA	Your I
1		qry_ccd_reg_forms_export_num	qry_ccd_reg_forms_export_alpha			

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*It is recommended that you **do not use** a tabbed file. The Merge function in Word may not respond in a favorable manner.*

**Using the Merge function** in Microsoft Word is not discussed in this manual. For information on this function, see the Help files for Word.

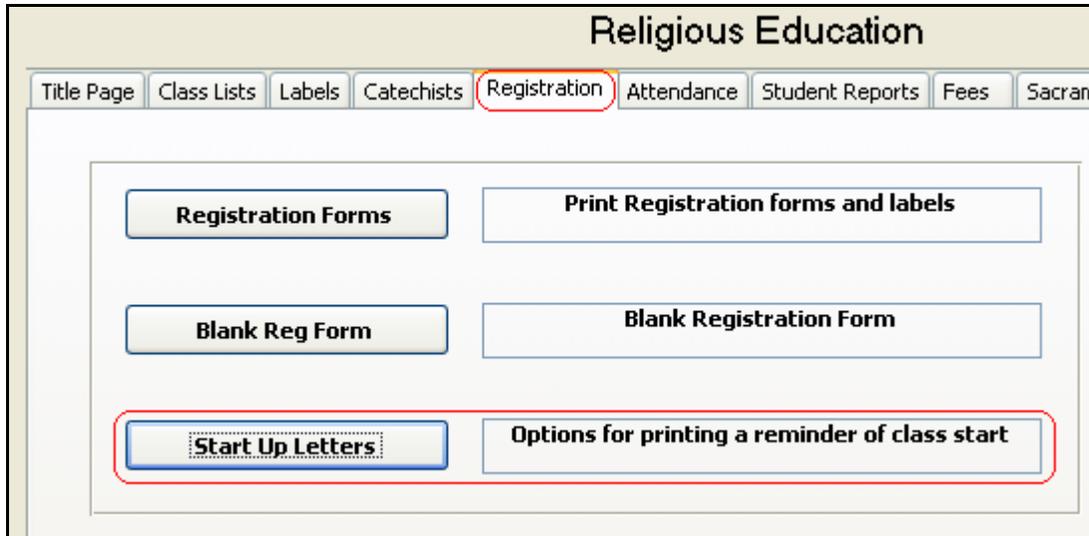
### **Blank Registration Form**

Clicking on this button opens a window showing the blank registration form which you can print out. Clicking the Printer icon will allow you to print this form. You can then photocopy it as needed.

You cannot modify the form in the Census program. However, if you need more information than we supply, you can use this as a guide and create your own form in Word.

## Start Up Letters

This option allows you to create a start-up letter to send to the families prior to the beginning of classes. You create the letter in the Census program and can include billing of any fees required by the parish. Labels are also available at the click of the mouse.



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Click on **Start Up Letters** to open this window as shown:

**Start up Forms**

ENTER RANGE FOR LIST

Starting Number      EndingNumber  
     

Class start Notice:

Religious Education Classes (CCD) for 2002/2003 begin the week of September 22, 2002.  
 Grades K-5 begin on Tuesday, September 21 at 3:40 p.m. for one hour.  
 Grades 6-8 begin on Monday, September 20 at 3:30 p.m. for one hour.  
 Grades 9-11 begin on Monday, September 20 with Mass in the church at 7:15 p.m.  
 Parents are invited, but not required to attend. Dismissal at 8:30 p.m.  
 Registration Fee is required of all families with children in the parish program and is due on or before the start of classes. Make check payable to the religious education office.

Alpha      by Number      Number - with Billing

Labels-Alpha      Labels-Num      Alpha - with Billing     

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Within this window is an area which contains the letter you create/edit. Simply click in the window to edit the text as you see fit. This window is also available from the **Table Updates** button under the **Census** drop-down menu. Click on the **Parish Info** button to see the message window.

When you click **Alpha** or **by Number** (after entering in a number range) your letter is added to the parish letterhead ready for printing. It is sorted by the option you chose.

You can print the letters by clicking the printer icon at the top (or bottom) of the window.

Below is a sample.

<b>St. Columkille Parish</b> 1400 Saint Jude Ln. Southbridge, MA 11544	
<hr/> <b>CLASS START NOTICE</b> <i>December 9, 2008</i> <hr/>	
Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022	1171
<b>St. Columkille Parish</b> Religious Education	
<p>Classes for the upcoming school year will be as follows: Religious Education Classes (CCD) for 2002/2003 begin the week of September 22, 2002. Grades K-5 begin on Tuesday, September 21 at 3:40 p.m. for one hour. Grades 6-8 begin on Monday, September 20 at 3:30 p.m. for one hour. Grades 9-11 begin on Monday, September 20 with Mass in the church at 7:15 p.m. Parents are invited, but not required to attend. Dismissal at 8:30 p.m.</p> <p>Registration Fee is required of all families with children in the parish program and is due on or before the start of classes. Make check payable to the religious education office.</p>	

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If you choose **Number – with billing** or **Alpha – with billing**, the *billing portion* is added to the bottom of the letter as shown:

<b>Children registered in your family:</b>		
<b>First name:</b>	<b>Last name:</b>	<b>Grade:</b>
Michael	Adams	12
Kristen	Adams	11
-----		
<b>Detach here and return with your payment.</b> <b>Please note any changes on this form.</b>		
1171	Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022	Number of children attending: _____ Registration Fee: _____
<hr/>		
<i>Tuesday, December 09, 2008</i>		Printed by Raiche Consultants Census System

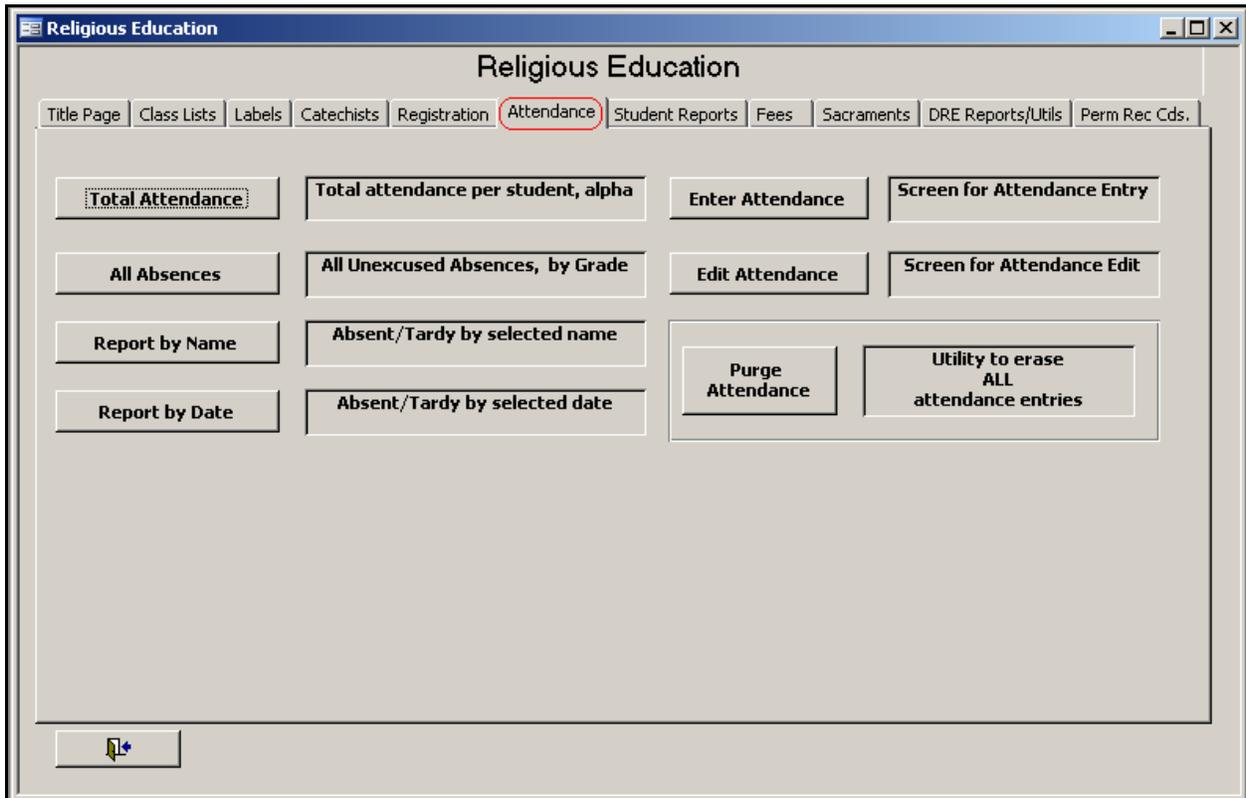
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The family can remove the bottom of the letter and return it to you with payment for processing.

Clicking **Labels–Alpha** or **Labels-Num** will give you a full set of labels for the letters you have chosen.

## Attendance

This section gives you the ability to track the attendance history of your students, give you reports and includes a utility to clear (purge) the records at the end of the catechetical year.



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To use this section properly, you need the attendance rosters, which include the **Student Number** for each student. See **Class Lists** for more information.

Below is a sample to help you with this discussion.

For the Week of: ___/___/___		Chapter Covered: _____						
Grade	Family number	Name	Student No.	Attend	Absent	Excused	Tardy	Phone/Unlisted
4		Room	Mark "P", "A", "E" or "T" in Attend					
1	1172	Adams	Sam	2795	0	0	0	
2	1081	House	Steven	2741	0	0	0	
3	2451	Jewel	Marc	1569	0	0	0	413-555-1212 N
4	2451	Jewel	Matthew	1570	0	0	0	413-555-1212 N
5	1221	Superson	Laura	422	0	0	0	413-555-1212 N

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### Enter/Edit Attendance



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Click on **Enter Attendance** to begin inputting the information for each student.

CCD Attendance

**Religious Education Attendance Tracker**

For Date: 1/6/2009

Student Number	Name	CCD Date	Absent	Tardy	Excused
000		1/6/2009	0	0	0

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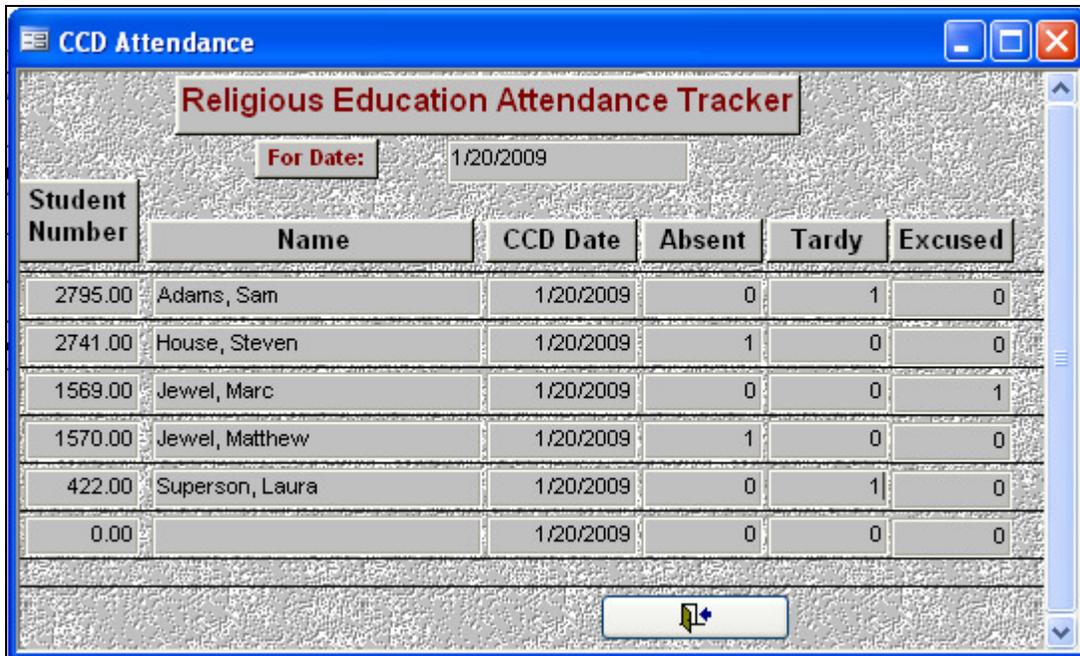
First, **enter the date** for the classes you are entering. This can be done in two ways:

- In the box marked **For Date**, the default is today's date, the date on your computer clock. By entering the class date here all entries in this session will use this same date.
- If you prefer, you can change the date of each entry by highlighting the date and changing it.

### Entering Data

- Begin by entering the STUDENT NUMBER (not the family number) as shown in the sample report above.
- Press TAB or ENTER and the student's name is automatically entered.
- Change the date, if desired.
- Press TAB or ENTER to bring you to which category you need: Absent/Tardy/Excused.
- Enter a 1 in the desired column.

Below is an example of a completed session for a single date. Notice there is an empty line at the bottom for your next entry.

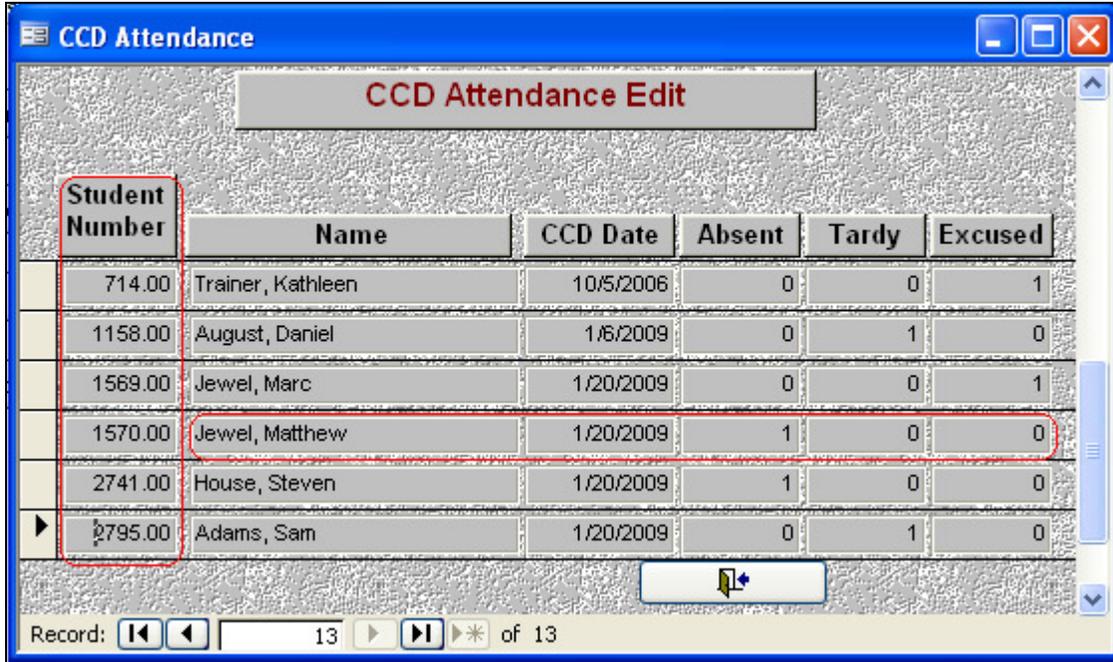


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Close the windows by clicking the  button.

## Editing data

If you need to correct an entry, press the Edit Attendance button to open the following screen:



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Notice the entries are sorted sequentially by Student Number. You can edit the date or category field by clicking in it and making the required change.

To delete an entire entry, click the Record Selector (at left) and press Delete on your keyboard.

This warning will appear. Click **Yes** and the record is deleted. Click **No** to keep the record.



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## Attendance Reports

Title Page	Class Lists	Labels	Catechists	Registration	Attendance	Student
<b>Total Attendance</b>		<b>Total attendance per student, alpha</b>				
<b>All Absences</b>		<b>All Unexcused Absences, by Grade</b>				
<b>Report by Name</b>		<b>Absent/Tardy by selected name</b>				
<b>Report by Date</b>		<b>Absent/Tardy by selected date</b>				

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**Total Attendance:** total attendance per student, sorted alphabetically.

Notice the attendance data is accumulated per student.

St. Columille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

### Religious Education: Total Attendance

Name	Home Phone	Absent	Tardy	Excused
Adams, Sam		0	1	0
August, Daniel J	413-555-1212	0	1	0
Blast, Eric M	413-555-1212	2	0	0
House, Steven		1	0	0
Jewel, Matthew	413-555-1212	1	0	0
Jewel, Marc	413-555-1212	0	0	1
Superson, Laura E	413-555-1212	0	1	0
Superson, Kristen N	413-555-1212	0	1	1
Trainer, Kathleen E	413-555-1212	0	0	2

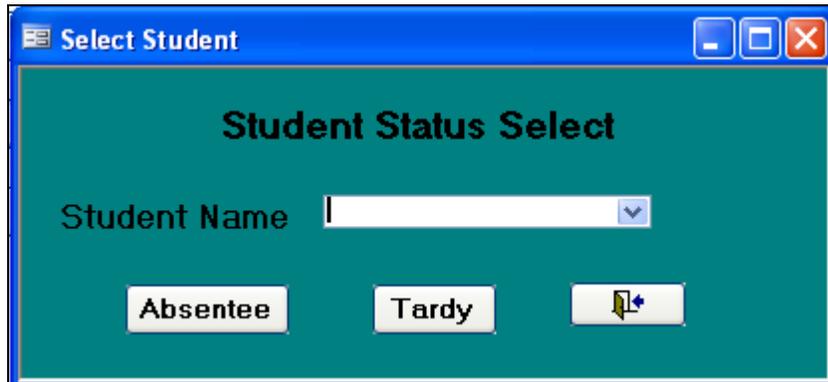
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**All Absences:** All *unexcused* absences sorted by grade:

St. Columbkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544	
<b>Student Unexcused Absentee Report</b>	
<hr/>	
<b>Grade:</b>	3
<b>Room:</b>	B1
<hr style="border-top: 1px dashed black;"/>	
<b>Student number:</b>	567
<b>Student Name:</b>	Blast, Eric
<b>Class Date:</b>	<b>Absent:</b>
10/5/2006	1
9/13/2006	1

Ver. 16.5

**Report by Name:** Absence/Excused or Tardy reports by individual name.



Ver. 16.5

- Click **Report by Name** and this window opens.
- Using the drop-down window select a student's name.
  - Once a name is selected, choose which report you need.

St. Columkille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

### Student Tardy Report

---

<b>Student number:</b>	<b>Student Name</b>	<b>Grade:</b>	<b>Room:</b>
421	<i>Superson, Kristen</i>	3	C3
<b>Class Date:</b>	<b>Tardy:</b>		
9/13/2006	1		
<b>Total Tardys:</b>	1		

Ver. 16.5

**Notice on the Absentee Report that Excused classes are also reported.**

St. Columkille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

### Student Absentee Report

<b>Student number:</b>	<b>Student Name</b>	<b>Grade:</b>	<b>Room:</b>
567	<i>Blast, Eric</i>	3	B1
<b>Class Date:</b>	<b>Absent</b>	<b>Excused:</b>	
10/5/2006	1	0	
9/13/2006	1	0	
<b>Total Classes Missed:</b>	2		

Ver. 16.5

**On both reports all dates for the selected student are listed.**

**Report by Date:** All absent/excused on a selected date.

Select Date for Report

**Report Absent/Tardy by Date**

Date of Class: 1/6/2009

Until: 1/20/2009

Absences 1 Date    Absences by Range

Tardy 1 Date    Print

Ver. 16.5

Click **Report by Date** to open this window.

- Use **Date of Class** for *Absence 1 Date* and *Tardy 1 Date*
- Use **Date of Class** and **Until** for *Absence by Range*

St. Columkille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

---

## All tardy by selected date

---

Date	1/6/2009				
	Student Name	Student number	Grade	Room	Tardy
	August, Daniel	1158	0		1
<b>Total</b>					1

Ver. 16.5

St. Columkille Parish  
 1400 Saint Jude Ln.  
 Southbridge, MA 11544

## All Absent by Selected Date

Date 10/5/2006

Student Name	Student number	Grade	Room	Absent	Excused
Blast, Eric	567	3	B1	1	0
Superson, Kristen	421	3	C3	0	1
Trainer, Kathleen	714	11		0	1
<b>Total Classes Missed</b>	3				

Ver. 16.5

St. Columkille Parish  
 1400 Saint Jude Ln.  
 Southbridge, MA 11544

## All Absent by Date Range

Date 9/13/2006 To: 10/5/2006

Student Name	Student number	Grade	Room	Absent	Excused
<b>Date: 9/13/2006</b>					
Blast, Eric	567	3	B1	1	0
Trainer, Kathleen	714	11		0	1
<b>Total for Date</b>				1	1
<b>Date: 10/5/2006</b>					
Blast, Eric	567	3	B1	1	0
Superson, Kristen	421	3	C3	0	1
Trainer, Kathleen	714	11		0	1
<b>Total for Date</b>				1	2

Ver. 16.5

## Purge Attendance

The Attendance feature will keep all your records until you clear them out. At the end of the catechetical year, you may want to clear the records for the following year.

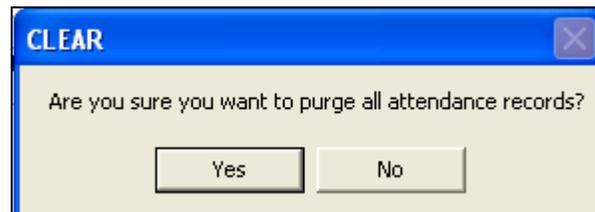
Before you purge the records, consider printing any of the reports described above. Unless you have access to a copy of the database backup, your hard copies can be used to re-enter data if accidentally erased.

Once purged, the records cannot be restored.



Ver. 16.5

Clicking **Purge Attendance** will open the following window:



Ver. 16.5

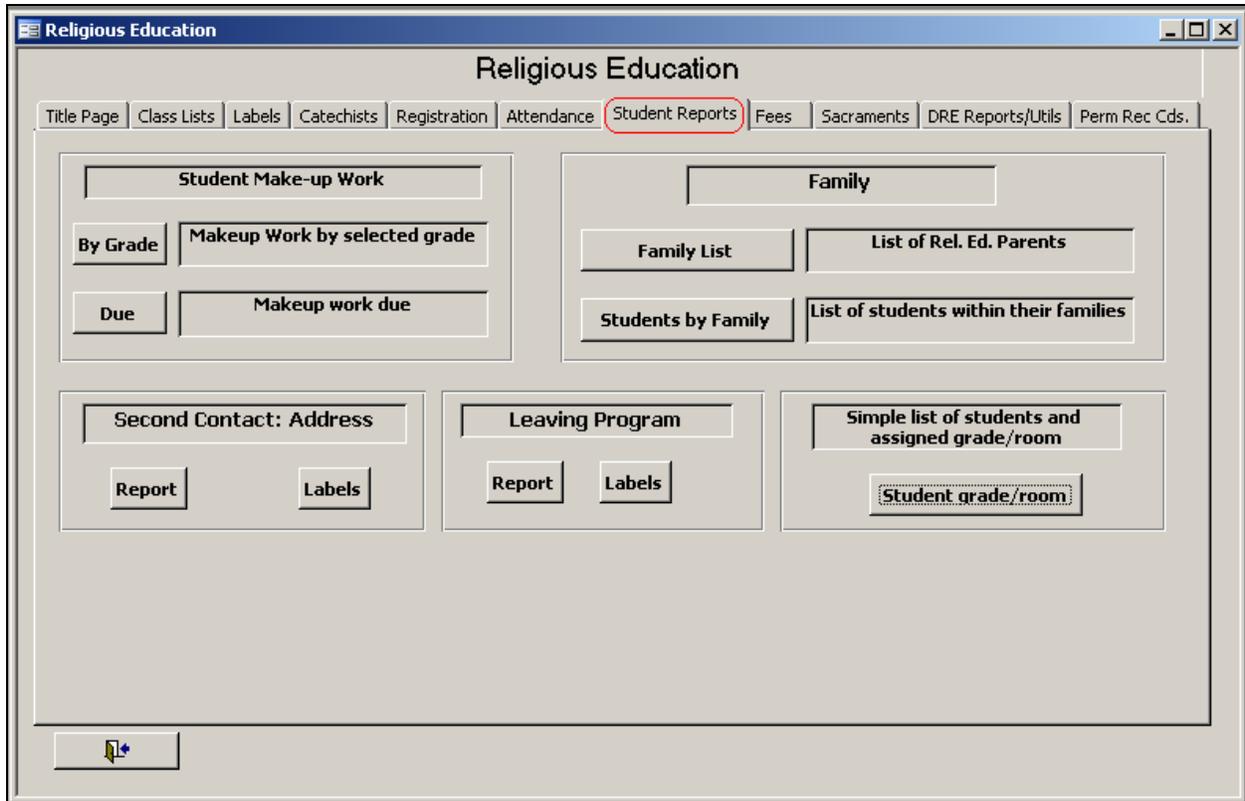
Clicking **Yes** will clear all the attendance records. *They cannot be restored.*

The only way to recover an accidental purge is by using a backup copy of the database or manually re-entering the data.

Clicking **No** will abort the command, and the window closes.

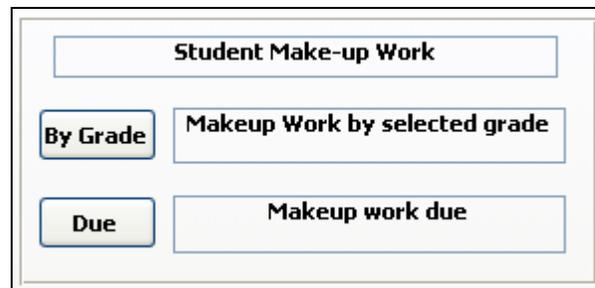
## Student Reports

A variety of student-related reports are available from this screen. If the report you need is not on this screen, look on the DRE Report/Utils tab for additional options.



Ver. 16.5

## Student Make-up Work



Ver. 16.5

Make-up work is entered into the system from the (Members) Rel. Ed. Page.

**By Grade** is sorted by grade, as shown.

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544					
<i>Makeup Work: by grade</i>					
<i>Grade</i>	<i>Room</i>	<i>Name</i>	<i>Work Date</i>	<i>Work completed</i>	<i>Assignment</i>
<hr/>					
11		<i>Adams!, Kristen</i>	10/23/2003	<input type="checkbox"/>	Needs to complete essay on Faith.
			10/30/2003	<input checked="" type="checkbox"/>	Complete poster.
		<i>Cracola Jr., James</i>	9/17/2007	<input type="checkbox"/>	Complete assignment on sacraments.
			10/21/2007	<input checked="" type="checkbox"/>	Create a draft for poster for Thanksgiving.

Ver. 16.5

**Due** is sorted by grade and last name:

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544				
<i>Makeup Work Due</i>				
<i>Grade</i>	<i>Room</i>	<i>Name</i>	<i>Work Date</i>	<i>Assignment</i>
<hr/>				
11				
		Adams, Kristen	10/23/2003	Needs to complete essay on Faith.
		Cracola, James	9/17/2007	Complete assignment on sacraments.

Ver. 16.5

## Family

This area gives you reports of families and listing students within their families.

**Family**

**Family List**                      **List of Rel. Ed. Parents**

**Students by Family**          **List of students within their families**

Ver. 16.5

**Family List** Families with children registered in the Rel. Ed. Program.

Here is a sample report:

<i>List of Religious Education Parents</i>			
<i>24-Feb-09</i>			
<b>Family Name</b>	<b>Street Name</b>	<b>Town</b>	<b>Spouse Name</b>
Mr & Mrs David Adams	100 Main St	Your Town	
Mr. & Mrs. James Adams	8 Church St.	Your Town	
Mr. & Mrs. William Baker	18 Corner Rd.	MyTown	
Mr. & Mrs. Kenneth Baker	199 Grove St.	Your Town	
Mr. & Mrs. Richard Binder	19 Record St.	MyTown	
Mrs. Jci Blast	17 Alex Ave.	Your Town	
Mr & Mrs Terrence Browns	38 Second St.	MyTown	
Mr & Mrs Paul A Cardola	72 St. Peter Ln.	MyTown	
Mr. & Mrs. Adam Cook	271 Cranberry Ln.	MyTown	
Mr. & Mrs. Kenneth A Copper Jr.	6 Penny Ln.	MyTown	
Mr. & Mrs. Kenneth Coughman	33 Max Road	MyTown	

Ver. 16.5

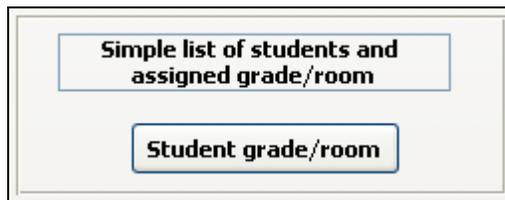
**Students by Family** gives a complete listing of the children within each family registered in your program. Here is a sample report:

<b>List Of All Students by Family</b>			
<i>24-Feb-09</i>			
<b>1171</b>	Mr. & Mrs. James Adams 8 ChurchSt. Your Town, MA 22022	413-444-2323	<b>Unlisted? N</b>
	<b>Kristen Adams</b>	<b>Grade: 11</b>	<b>Room</b>
	<b>Michael Adams</b>	<b>Grade: 12</b>	<b>Room</b>
<b>1172</b>	Mr & Mrs David Adams 100 Main St Your Town, MA 01111		<b>Unlisted?</b>
	<b>Sam Adams</b>	<b>Grade: 4</b>	<b>Room</b>
<b>1052</b>	Mr. & Mrs. William Baker 18 Corner Rd. MyTown, MA 11025	413-555-1212	<b>Unlisted? N</b>
	<b>Christopher Baker</b>	<b>Grade: 10</b>	<b>Room</b>

Ver. 16.5

## Student Grade/Room

This gives you a very simple alphabetical listing of each student including their grade and room number.



Ver. 16.5

*All students by grade*

<i>Name</i>	<i>Grade</i>	<i>Room</i>
Adams, Sam	4	
Adams, Kristen	11	
Adams, Michael	12	
Baker, Christopher	10	
Baker, Jordan	5	
Baker, Andrew	11	
Binder, Katelyn	3	B1
Blast, Eric	3	B1
Blast, Daniel	6	
Browns, Shannon	0	
Browns, Alexander	8	
Cardola, Marina	3	B1

Ver. 16.5

### Second Contact: Address

Many families have parents/guardians living at separate addresses. The information is entered on the Rel. Ed. Screen of the Members page. The entry screen is shown below.

**Second Contact**      **Send Mail:**

**Name:** Sharon Brightwood

**Relationship:** Parent ▼

**Street:** 14 Grape Ave.

**City:** Placid      **State:** MA      **Zip:** 05548

**Phone:** 413-525-9944

Ver. 16.5

Notice the **Send Mail** checkbox. When this is checked, the information is available when you click the **Labels** button.

Second Contact: Address

Report

Labels

Ver. 16.5

**Second Contact Report:**

**St. Columkille Parish**  
**1400 Saint Jude Ln.**  
**Southbridge, MA 11544**

***Second Contact Information***

<i><b>Student Name</b></i>	<i><b>Contact</b></i>	<i><b>Relationship</b></i>	<i><b>Phone</b></i>
Adams I, Kristen T	Jane Doe 14 Cranberry Drive Weston, MA 05544	A	607-555-9044
Adams , Katie	Jane Doe 156 Apple Drive Stuart, ME 88779	Aunt	
Bookman , Ryan	Sharon Brightwood 14 Grape Ave. Placid, MA 05548	P	413-525-9944
Superson , Laura E	Margaret Simpson 44 Evergreen St Lawson, MA 00554	Aunt	1-555-789-055

Ver. 16.5

**Sample Labels report:**

Jane Doe 14 Cranberry Drive Weston, MA 05544	Jane Doe 156 Apple Drive Stuart, ME 88779	Sharon Brightwood 14 Grape Ave. Placid, MA 05548
Margaret Simpson 44 Evergreen St Lawson, MA 00554		

Ver. 16.5

**To print report or labels, click the printer icon:**



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This is standard on all report and label pages.

## Leaving Program

This utility allows you to obtain a listing of students who have completed Rel. Ed. classes or Catholic school after Grade 12 and generate a set of labels. In many parishes, the pastor has expressed the desire to send a letter to the students as they prepare to attend college, etc.



Ver. 16.5

Pressing the **Report** button generates the following report:

St. Columkille Parish				
1400 Saint Jude Ln.				
Southbridge, MA 11544				
<hr/>				
<b>Students Leaving High School</b>				
<i>10-Mar-09</i>				
<hr/>				
Family Number	Name	Address	CCD (Y) or School (C)	
1171	Michael Adams	8 Church St. PO Box 1	Your Town, MA 22022	Y
5066	Christina Lawler	54 Berry Patch	Your Town, MA 22022	Y
5089	Benjamin Nickerson	21 Deer Run Rd.	Your Town, MA 22022	Y
<hr/>				
3				

Ver. 16.5

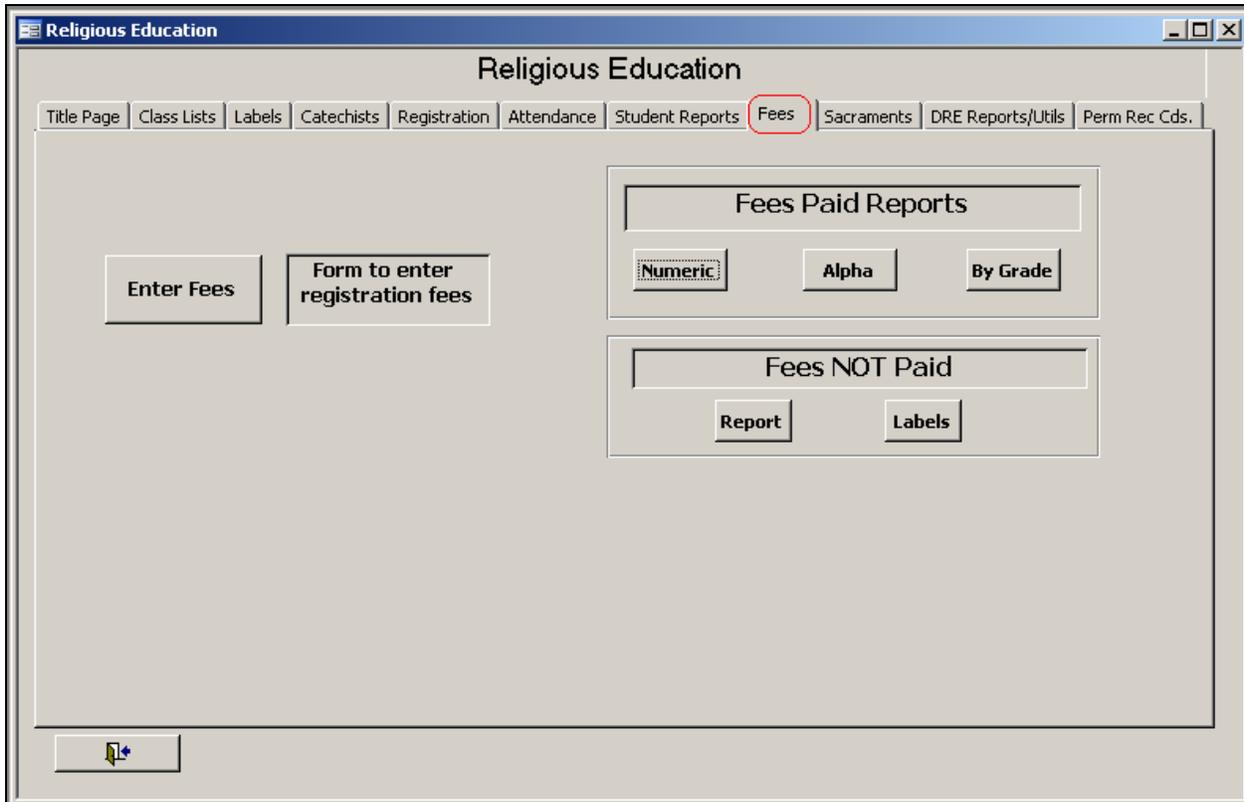
Pressing the **Labels** button generates the following report:

Michael Adams	Christina Lawler	Benjamin A Nickerson
8 Church St.	54 Berry Patch	21 Deer Run Rd.
PO Box 1	Your Town, MA 22022	Your Town, MA 22022
Your Town, MA 22022		

Ver. 16.5

## Fees

This page has utilities to help you enter and track registration fees.



Ver. 16.5

## Enter Fees

Clicking this button opens the following page:

Fee Entry										
Family Number	Family Name	Street Name	Rel Ed Num Children	Fee Paid	Reg No Fee	Student Name	CCD	Grade	Home Class	
1172	Adams, David	100 Main St	0	\$0.00	<input type="checkbox"/>	Sam Adams	Y	4	No	
1171	Adams, James	8 Church St.	1	\$0.00	<input checked="" type="checkbox"/>	Michael Adams	Y	12	No	
1171	Adams, James	8 Church St.	1	\$0.00	<input checked="" type="checkbox"/>	Kristen Adams	Y	11	No	
1186	Baker, Kenneth	199 Grove St.	2	\$0.00	<input type="checkbox"/>	Jordan Baker	Y	5	No	
1186	Baker, Kenneth	199 Grove St.	2	\$0.00	<input type="checkbox"/>	Andrew Baker	Y	11	No	
1052	Baker, William	18 Corner Rd.	1	\$0.00	<input type="checkbox"/>	Christopher Baker	Y	10	No	
5013	Binder, Richard	19 Record St.	0	\$0.00	<input type="checkbox"/>	Katelyn Binder	Y	3	No	
1298	Blast, Joi	17 Alex Ave.	1	\$0.00	<input type="checkbox"/>	Eric Blast	Y	3	No	

Ver. 16.5

**NOTE:** This information appears at the bottom of the above screen.

**Note: Use Reg No fee for students not requiring a fee. ENTER FEE for one member only, others will show same amount as paid - Fee on FAMILY basis, student names for reference only.**

Ver. 16.5

**To clarify:**

1. If, for any reason, the parish does not assess a fee to a particular family, place a checkmark in the **Reg. No Fee** column. This family will not appear on the **Fee Not Paid** reports. Also, they will not show on the billing section.
2. **ENTER FEE for one member only:**
  - a. Fees are entered on either the **Family Page:**

**RELIGIOUS EDUCATION - Family Information**  
# Children in Program  Fee Paid:   
Registered, no fee due

Ver. 16.5

By using this page, the fee is recorded for the family and the Enter Fee page is updated automatically.

- b. Or directly into the **Fee Entry** page by entering the amount of the fee **ONCE** in the **Fee Paid** column.

**Description of fields:**

- Family Number: The number assigned to each family in your parish
- Family Name: Listed alphabetically. Notice that the family is listed once for each child in the program.
- Street Name: Location of family
- Rel. Ed Num Children: Number of children registered in the program
- Fee Paid: Amount of fee PAID. **There is no field for amt due.** This is the field you use to enter fee payments.
- Reg. No Fee: Select this field if No Fee is due from this family.
- Student Name: Name of each student within the family.

CCD: A Y/N field with Y meaning child is registered in the program.

Grade: Rel. Ed grade the student is attending. In some cases, it is different than the school grade.

Home Class: Default is No. Change to Yes if the student attends a home class for Rel. Ed.

### **End of chapter on Fees**

## Sacraments

This section is designed to help you record and maintain information on the two sacraments conferred in your parish, plus a section on sacramental history for each student.

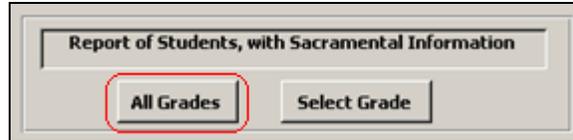
Records of Baptism, Confirmation and Matrimony must be maintained by individual parishes. First communion (Eucharist) and Reconciliation do not have “official” record books, but first communion creates the need for some record-keeping. This section will help you in this task.

The screenshot shows a software window titled "Religious Education" with a menu bar containing: Title Page, Class Lists, Labels, Catechists, Registration, Attendance, Student Reports, Fees, Sacraments (highlighted with a red circle), DRE Reports/Utils, and Perm Rec Cds. The main content area is divided into two columns. The left column is titled "Confirmation" and contains buttons for "Confirmation List", "By Parish", "By Last Name", "Current Year, Status Report", "Current Year, all information", "Current Year, all information", and "Clear Confirmation". The right column is titled "First Communion" and contains buttons for "Report Selection", "Select report by church or Alpha", and "Report of Students, with Sacramental Information". Below the "Report of Students..." button are "All Grades" and "Select Grade" buttons. A small icon is visible in the bottom left corner of the window.

Ver. 16.5

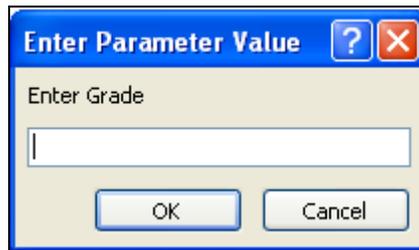
### Report of Students, with Sacramental Information

Before Eucharist or Confirmation can be received, a record of Baptism must be verified. Some parishes require a copy of the Baptismal record upon registering from an outside parish. If the member is baptized in your (“home”) parish, their baptismal record is on file there.



Ver. 16.5

When you enter a member's information on the Member Screen, the Sacramental page has fields for date of sacraments. To see if your Rel. Ed. Students have their Baptismal date on record, click on **All Grades**, or **Select Grade** to choose Grade 2 (first communion) or Grade 11 for Confirmation. Any grade can be selected (see below).



Ver. 16.5

This report is a sample from **All Grades**:

<b>Sacramental History by Grade</b>			
<i>3/24/2009</i>			
Laura E Superson		<b>Date of Birth:</b> 5/9/1994	
<b>Baptism:</b>	Y	08 / 07 / 1994	St. George's Parish, Chicopee, Mass
<b>First Communion:</b>	N	//	,
<b>Confirmation:</b>	N	//	,
<hr/>			
<b>GRADE: 5</b>			
Jordan Baker		<b>Date of Birth:</b> 11/24/1993	
<b>Baptism:</b>	Y	//	,
<b>First Communion:</b>	N	//	,
<b>Confirmation:</b>	N	//	,
<hr/>			
Derek X Cardola		<b>Date of Birth:</b> 7/28/1993	
<b>Baptism:</b>	Y	10 / 03 / 1993	Holy Trinity, Westfield, Mass.
<b>First Communion:</b>	N	//	,
<b>Confirmation:</b>	N	//	,

Ver. 16.5

This report allows you to quickly see who has been verified and who still needs to submit a baptismal record.

### First Communion Report Selection



Ver. 16.5

Press **Report Selection** button and the following screen appears:



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Select a year from the drop-down, and then press **By Parish**. This is a sample report. Notice the students are grouped by parish. The red highlight shows how the record is organized.

<i>Students Receiving First Eucharist this year</i> <b>1990</b>				
<i>Name</i>	<i>Date of Birth</i>	<i>Baptism Date</i>	<i>Parents' Names</i>	<i>Mother's Maiden Name</i>
<i>Parish Where Baptized: , Germany</i>				
Stefarie Gingers 61 Walnut St. Your Town, MA 22022	2/17/1982	03/14/1982	Richard Gingers	Cantor
<i>Parish Where Baptized: Holy Cross, Holyoke, Mass</i>				
Patrick J Cream 85 Walnut St. Leeville, MA 03313	11/14/1981	12/27/1981	Thomas Cream	Masters
Michael A Alden 93 Gail St. Your Town, MA 22022	3/25/1982	05/16/1982	Wayne Alden	Penny

Ver. 17.0



Ver. 17.0

Select a year from the drop-down, and then press **Alpha**. This is a sample report. Notice the students are sorted alphabetically by last name. The red highlight shows how the record is organized.

*Students Receiving First Eucharist this year 1990*

<i>Name</i>	<i>Date of Birth</i>	<i>Baptism Date</i>	<i>Parents' Names</i>	<i>Mother's Maiden Name</i>
Michael A Alden 93 Gail St. Your Town, MA 22022	3/25/1982	05/16/1982	Wayne Alden	Penny
<i>Parish Where Baptized:</i> Holy Cross, Holyoke, Mass				
Patrick J Cream 85 Walnut St. Leeville, MA 03113	11/14/1981	12/27/1981	Thomas Cream	Masters
<i>Parish Where Baptized:</i> Holy Cross, Holyoke, Mass				
Stefanie Gingers 61 Walnut St. Your Town, MA 22022	2/17/1982	03/14/1982	Richard Gingers	Cantor
<i>Parish Where Baptized:</i> , Germany				

## Confirmation

Simple confirmation reports are available through this section.



Ver. 17.0

## Confirmation List

This is a listing of your students for the current confirmation year. Included in this report are the student's name, their chosen sponsor(s), their Confirmation Name, and information related to their service projects. All this information is entered through the Confirmation screen in the Rel. Ed. Page (member screen).

Using this report you can see at a glance if all the requirements for each student have been met.

<i>Confirmation List</i>										
<i>Name</i>	<i>Sponsors</i>	<i>Conf. Name</i>	<i>Mother Maiden name</i>							
Andrew Baker		Peter	Jefferson							
				<i>Project(s)</i>	<i>Description</i>	<i>Supervisor</i>	<i>Location</i>	<i>Started</i>	<i>Finished</i>	<i>Final Report</i>
				1	Landscaping	Mr. Johnson	church property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexandra Lawler	Angela Rodgers	Joan	Harrison							
				<i>Project(s)</i>	<i>Description</i>	<i>Supervisor</i>	<i>Location</i>	<i>Started</i>	<i>Finished</i>	<i>Final Report</i>
				1	Child Care	Mrs. Stuart	Church Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ver. 17.0

## By Parish

<i>Students Confirmed this year</i>							
<i>Name</i>	<i>Confirmation Name</i>	<i>Conferring Bishop</i>	<i>Baptism Date</i>	<i>Confirm Date</i>	<i>Parents' Names</i>	<i>Mother's Maiden Name</i>	<i>Sponsor</i>
Andrew Baker	Peter	Blessed Sacrament	Holyoke, Mass.	11/2009	Kenneth Baker 199 Grove St. Your Town, MA 22022	Jefferson	

Ver. 17.0

This report is sorted by parish of Baptism. Information included here include student's name, Confirmation Name, name of conferring bishop, Baptism Date, Confirmation date, and sponsor(s) names.

It is required that the parish of baptism be notified of the conferral of Confirmation. This report was created to gather the data and be sent to the parish for their records.

## By Last Name

This report is similar to the above report, but sorted by the student's Last Name. Its purpose is to help you review required information of each student.

<i>Students Confirmed this year</i>							
<i>Name</i>	<i>Confirmation Name</i>	<i>Conferring Bishop</i>	<i>Baptism Date</i>	<i>Confirm Date</i>	<i>Parents' Names</i>	<i>Mother's Maiden Name</i>	<i>Sponsor</i>
Andrew Baker	Peter		//1984	//2009	Kenneth and Baker	Jefferson	
<i>Parish Where Baptized:</i>		Blessed Sacrament, Holyoke, Mass.					
Alexandra Lawler	Joan		//	//2009	Tina and Lawler	Harrison	Angela Rodgers
<i>Parish Where Baptized:</i>							

Ver. 17.0

### Clear Confirmation

**CAUTION!** Clicking this button will clear all the Confirmation information for the current year. There is **NO warning and no redo**. Once clicked, all data is cleared from the system. We recommend that you print out the reports before clearing the system.

### DRE Reports/Utils

The screenshot shows a software window titled "Religious Education" with a menu bar containing: Title Page, Class Lists, Labels, Catechists, Registration, Attendance, Student Reports, Fees, Sacraments, **DRE Reports/Utils**, and Perm Rec Cds. The "DRE Reports/Utils" menu is expanded, showing several options:

- Physically handicapped: All students with handicap
- Special Needs: All students w/special need (not handicap)
- Out of Town: Families not living within town of parish
- Different Last Name: Students w/last name different than parents
- Catholic School Report: Enrollment, sorted by school, w/no fund information.
- Age Report: All Students listed by age
- Student Books: contain confidential information (with sub-buttons: Complete, By Room, By Grade)
- DRE Utilities (with sub-buttons: Move Students Up, Move students to next grade, Assign rooms for the new year, Assign each student a room)

Ver. 16.5

This section is designed to give you, the catechetical leader, important and sometimes confidential information regarding your students and their families.

Also included are utilities to assist you in the year-to-year transition within your program.

*The left side of the screen contains reports as follows:*

<b>Physically handicapped</b>	<b>All students with handicap</b>
<b>Special Needs</b>	<b>All students w/special need (not handicap)</b>
<b>Out of Town</b>	<b>Families not living within town of parish</b>
<b>Different Last Name</b>	<b>Students w/last name different than parents</b>
<b>Catholic School Report</b>	<b>Enrollment, sorted by school, w/no fund information.</b>
<b>Age Report</b>	<b>All Students listed by age</b>

Ver. 17.0

## Physically handicapped

<b>Handicapped Religious Education Students</b>					
<i>28-Apr-09</i>					
<b>Does NOT include Special Needs, i.e. allergies, etc.</b>					
<b>Name</b>		<b>Street</b>	<b>Handicap</b>	<b>Phone/Unlisted</b>	
<b>Grade</b>	<b>ll</b>	<b>Room</b>			
<b>Kristen</b>	<b>Adams</b>	8	Church St.	Hearing Imp.	413-444-2323 N

Ver. 17.0

This report is restricted to students in your Rel. Ed. Program. It shows ONLY physical handicaps as listed in the Member's records. This information shows you if specialized items are needed, such as Braille books, ramps for the mobility impaired, amplifiers or sign language interpreters for the hearing impaired. Students with Down syndrome would be listed here.

The next report is related to this one, but addresses a different type of issue.

## Special Needs

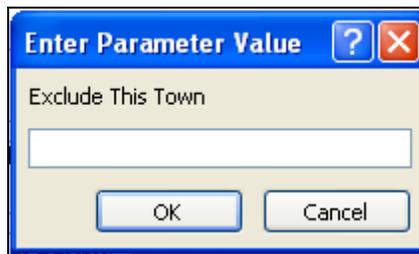
Special Needs - Religious Education		
Name	Special Need	Section
<b>Grade</b> 3		
<b>Room</b> B1		
Binder , Katelyn M	Peanut allergies	

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Special needs refer to topics such as food allergies, environmental issues (sensitive to mold/mildew), seat cushions required, or any need that is not defining a handicap. As always, we caution you on releasing any confidential information.

## Out of Town

This report allows you to see your parishioners who are living in towns other than the parish home town. Click on the Out of Town button to open this window:



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Enter the city/town to be excluded from the report. The report would then include all other families. If your parish was located in MyTown, by entering MyTown, only those living elsewhere would be shown.

Notice the children are sorted by Grade, room number (if entered) and Town, but not by name.

## Religious Education - Out of Town

05-May-09

First name	Mid Init	Last name	Suffix	Town
<b>Grade 1 Room</b>				
Kristen	E	Shawmut		Leeville
<b>Grade 2 Room</b>				
Marah	M	Spam		Your Town
Emily		Linderman		Your Town
Nicole		Linderman		Your Town
Laura		House		Your Town
<b>Grade 3 Room</b>				
Allyson		Shawmut		Leeville
Kristen	N	Superson		Your Town
Eric	M	Blast		Your Town

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## Different Last Name

This report is designed to help you locate a student whose last name is different from the parent's last name. This occurs with blended families or other circumstances where the family name will change, but not the child's name. Below is a sample report.

<b>St. Columkille Parish</b> <b>1400 Saint Jude Ln.</b> <b>Southbridge, MA 11544</b>			
<b>Religious Education --- Different Last Name</b>			
<i>12-May-09</i>			
Student's Name	Family Name	Address	Telephone
<b>Grade 8 Room</b>			
<i>John Magnus</i>	Crasher	44 St. Peter Ln. MyTown MA 11025	413-555-1212

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## Catholic School Report

This report is designed to help you verify which children are in Catholic schools. Using this report helps you determine which children should be registered in religious education classes.

<b>Catholic Schools</b>						
<i>12-Mtp-09</i>						
<b>Catholic School</b>	<b>Name</b>	<b>Family Name</b>	<b>Street Name</b>	<b>Home Phone</b>	<b>Unlisted</b>	<b>Grade</b>
<b>Blessed Sacrament</b>						
	<i>Binder, Allison</i>	Binder	19 Record St.	413-555-1212		6
	<i>Cook, James</i>	Cook	271 Cranberry Ln.	413-555-1212		5
	<i>Dorman, Donald</i>	Dorman	2 Cliff Dr.	413-555-1212		7
	<i>Linderman, Anthony</i>	Linderman	15 Winterberry Cir.	413-555-1212		7
	<i>Linderman, Karlee</i>	Linderman	15 Winterberry Cir.	413-555-1212		6
	<i>Lynn-Masters, Matthew</i>	Lynn-Masters		413-555-1212	Y	4
	<i>Nickerson, Abigail</i>	Nickerson	21 Deer Run Rd.	413-555-1212		8
<b>Central Cath High</b>						
	<i>Barker, Karalyn</i>	Barker	14 Corner Rd.	413-555-1212		11
	<i>Daniels, Jeffrey</i>	Daniels	19 Pine St.	413-555-1212		10
	<i>Dorman, Ashley</i>	Dorman	2 Cliff Dr.	413-555-1212		10
	<i>General, Kimberly</i>	General	98 Walnut St.	413-555-1212	Y	12
	<i>Grant, Katherine</i>	Grant	21 Fifth Ave.	413-555-1212		10

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## Age Report

This report will show you all the children in the parish sorted by age. This report includes indicators showing who is registered in Rel. Ed. and those attending Catholic schools. When used in conjunction with the Catholic school report, you create an accurate picture of where your parish children are receiving religious education. You can contact any family where children are not registered.

# Religious Education Report by Age

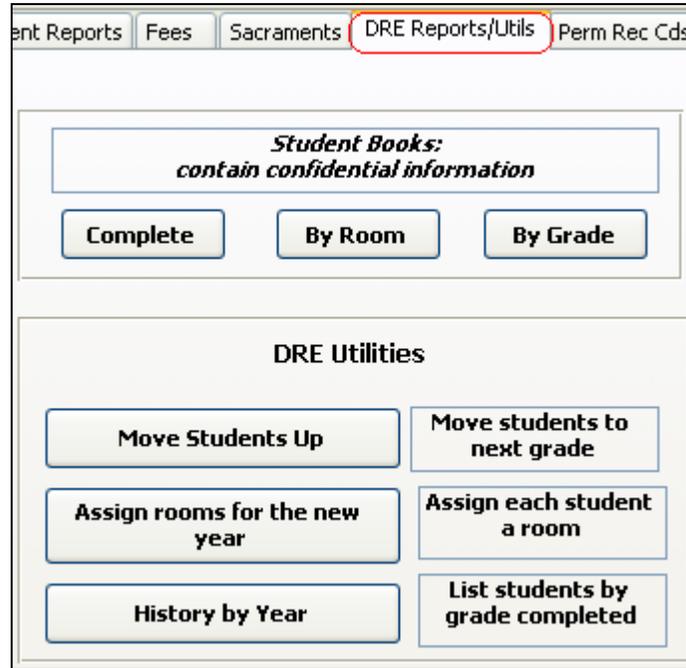
*Children between ages of 5 and 17*

<i>Age</i>	<i>Name</i>	<i>Rel Ed</i>	<i>Catholic School</i>	<i>Grade</i>	<i>Home Phone</i>	<i>Unlisted</i>
<i>6</i>						
	David R Trainer	Y	<input type="checkbox"/>	11	413-555-1212	N
<i>11</i>						
	Shannon Browns	Y	<input type="checkbox"/>	0	413-555-1212	N
	Bradley Dawn	Y	<input type="checkbox"/>	0	413-555-1212	Y
	Laura House	Y	<input type="checkbox"/>	2		
	Timothy D Jewel	N	<input type="checkbox"/>	0	413-555-1212	N
<i>12</i>						
	Lauria M Coughman	Y	<input type="checkbox"/>	1	413-555-1212	N
	Kaitlyn E Jackson	N	<input type="checkbox"/>	0	413-555-1212	Y
	Robert T Penn	N	<input type="checkbox"/>	0	413-555-1212	N
	Kristen E Shawmut	Y	<input type="checkbox"/>	1	413-555-1212	N

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***DRE reports/Utils .. continued:***

The right side of the screen contains a special set of student reports and useful utilities.



**Student Books**

These reports are designed to give you, the Catechetical Leader, access to complete listings of student information in one place. Set up in three formats, you can choose which report to use. Since these reports contain confidential information, we suggest that you limit access to these reports.

Two primary goals were addressed when creating these reports:

- To quickly locate a student’s classroom on opening day, if a student comes in late, or if a parent comes early to pick up their child,
- To have complete contact information in case of an emergency.

**Complete**

This report contains all the information you need to speak with a student’s family and emergency contacts in the event of an emergency. This report is sorted alphabetically by last name.

### *Religious Education Student Book - complete*

Student's Name	Parent's Name Address	Telephone Cell	Unl?	Eng Name Eng Phone	Second Cont. Home Second Cont. Phone	Grade	Room No.	Home Class?
Adams, Kristen T Student Number: 305	Mr. & Mrs. James Adams 8 Church St., Your Town Spouse Name	413-444-2323	N	John Smith 413-555-1212	Jane Doe 607-555-9044	11		No
				Relationship: Cousin	Aunt		Section:	
Adams, Sam Student Number: 2795	Mr. & Mrs. David Adams 100 Main St., Your Town Spouse Name					4		No
				Relationship:			Section:	
Baker, Andrew Student Number: 345	Mr. & Mrs. Kenneth Baker 199 Grove St., Your Town Spouse Name	413-555-1212	N	John Smith 413-555-1212	Jane Doe	11		No
				Relationship:			Section:	

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## By Room

This report is sorted by Grade and Room Number, then by last name. This report contains a bit less information, but will help you know who is supposed to be in each classroom. Also helpful in an emergency.

### *Religious Education Student Book - by Room*

Student's Name	Parent's Name Address	Telephone Cell	Unl?	Eng Name Eng Phone	Section	Home Class?
Grade 2						
Room						
House, Laura	Mr & Mrs Joseph House 163 Pine St, Your Town Spouse Name:				A	No
Kong, Aubrienne	Mr. & Mrs. Michael Kong 21 Sycamore St., MyTown Spouse Name:	413-555-1212	N	John Smith 413-555-1212	B	No
Linderman, Emily	Mr. & Mrs. David Linderman 15 Winterberry Cir., Your Town Spouse Name:	413-555-1212	N	John Smith 413-555-1212	A	No

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## By Grade

This report lists all students in each grade, not by individual room. Containing the same information as By Room, you can still reach the family in case of emergency.

### *Religious Education Student Book - by Grade*

Student's Name	Parent's Name Address	Telephone Cell	Und?	Eng Name Eng Phone	Section	Room	Home Class ?
<b>Grade 2</b>							
House , Laura	Mr & Mrs Joseph House 163 Pine St., Your Town Spouse Name:				A		No
Kong , Aubrianne	Mr. & Mrs. Michael Kong 21 Sycamore St., My Town Spouse Name:	413-555-1212	N	John Smith 413-555-1212	B		No
Lindeman , Emily	Mr. & Mrs. David Lindeman 15 Winterberry Cir., Your Town Spouse Name:	413-555-1212	N	John Smith 413-555-1212	A		No

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## Move Students Up

This utility is designed to move all children in the parish up one grade. Both Rel. Ed. and Catholic school grades are advanced to keep everyone current. Also included is a utility to reverse the action, *but there are restrictions*.

Click on **Move Students Up** button and the following screen appears:

The screenshot shows a window titled "CCD Grade Rollup" with a "Move Students up" section. The text inside the window reads:

Move up action will:  
 Add one to each Grade  
 Clear out the rooms  
 Clear out the CCD Fee  
 Remove Grade 12 from Program  
 Add Student to History List

Rollback Action will move grade back down, but cannot reverse the other actions

Last Date Moved up:

At the bottom, there are three buttons: a left-pointing arrow with a plus sign, "Move Up", and "RollBack".

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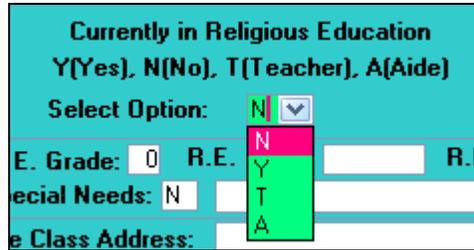
This window allows you to either move up (one grade), or rollback (to previous grade).

We strongly recommend backing up your data before moving up. If you happen to Move Up more than once, you could confuse your data, making it useless. A backup will be helpful to restore your data.

To help prevent **Moving Up** twice, we have placed in the window **Last Date Moved Up** which automatically enters the date when the Move Up button is pressed. Please check this line before you begin.

## MOVE UP

To qualify for Moving Up, the member's record must be coded for Religious Education (Y), Teacher (T), or Aide (A). This is done on the member's Religious Education Page. If the code is (N), nothing happens.

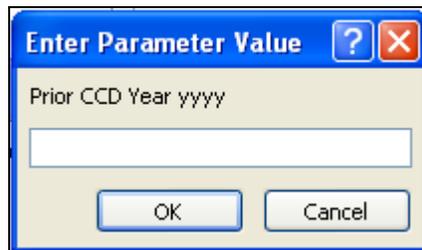


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Once coded, the grade will advance. Initially you must enter a grade on the Member's page. In some parishes, -1 is used for a pre-school program, and zero (0) for Kindergarten. These will automatically advance.

On the other end of the scale, once a student reaches grade 12, the Move Up will clear this field, removing them from the program. The grade will not advance to 13.

**Pressing Move Up** opens this window:



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Enter in the CCD Year you are closing. Do NOT use a date span (2008-2009), just a single year (2009).

This is for the History List (described in next chapter).

Then the following occurs:

- Grade advances by (1)

- Room fields clear, leaving them blank.

- All Fee entries are cleared.

- All Grade 12 students are removed from the program (code becomes N).

Each student is added to the History List, a special file that allows you to see a snapshot of any given year (this will be described in the next chapter).

Additional note: the date on the screen will not change until you close the screen and reopen it.

## Rollback

In the event that you accidentally moved up the students, there is a way to reverse this action. Pressing Rollback will return the grades to their previous value EXCEPT Grade 12.

Other restrictions are:

Room Number does not reverse – they remain blank.

Fee information is lost.

The history list will not delete the entry you created.

Use this utility with caution. There is no date reminder, and multiple hits on this button will destroy the accuracy of your data. Once corrupted, only a recent backup file will help.

## Assign Rooms and Sections

After rolling up the students, you will want to assign each student and catechist (teacher) to a room. Pressing the **Assign Room for the Year** button opens this window.

Family number	First name	Last name	Grade	Room	Section	Status	Home Class	Fee Paid	No Fee Due	Handicap/Special Needs
5027	Shannon	Browns	-1	2C		Y	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
1296	Bradley	Dawn	-1	2C		Y	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
2345	Lauria	Coughman	0	6		Y	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	N
7013	Diane	Forrester	0			T	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
2480	Kristen	Shawmut	0			Y	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
1052	Mary Anne	Weckstrom	0			T	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
1082	Laura	House	1	4	A	Y	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N
2039	Aubrienne	Kong	1	4	B	Y	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	N

Record: 3 of 73

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This window is sorted by grade, then by Last Name within each grade. You can change the information in any field except the Family Number, First Name and Last Name fields. They are locked and cannot be changed here. Any changes made here will automatically be made in the individual member record.

**Grade:** Current grade for Rel. Ed. Does not reflect school grade.

**Room:** enter the room you wish to assign. The field is alpha-numeric (see sample above).

**Section:** If your parish uses sections, enter them here. Otherwise leave them blank.

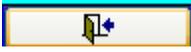
**Status:** **Y** for Yes (in the program), **T** for catechist, **A** for teacher's Aide

**Home Class:** click checkbox if student is in a home-taught class.

**Fee Paid:** Enter here the amount due per family. If more than one child attends your program, *only enter the value once.*

**No Fee Due:** Click the checkbox if, for any reason, this family is not required to pay a fee. Again, *only enter once per family.*

**Handicap/Special Needs:** The small box is a Y/N field. Y if there is an entry, N if no entry is needed. The other field is a description of the special need.

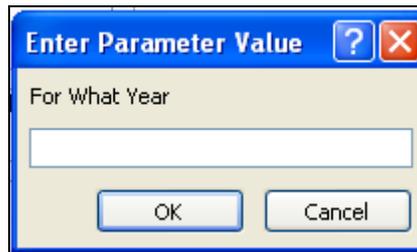
Once you have completed your entries, click the  to close the window.

## History by Year

This feature allows you to see all the students who attended classes during a particular year.

For this feature to work, you will have to enter the year when classes are rolled up. A history file is then created for each year saved.

When the **History by Year** button is clicked, this window opens:



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Enter the year (year classes ended) you wish to see and click OK. Below is a sample report.

## *Religious Education History*

	<i>Last name</i>	<i>First name</i>
<i>Year</i> 2008		
<i>Grade Completed</i> 0	Browns	Shannon
	Dawn	Bradley
<i>Grade Completed</i> 1	Coughman	Lauria
	Shawmut	Kristen
<i>Grade Completed</i> 2	House	Laura
	Kong	Aubrianne
	Linderman	Nicole
	Linderman	Emily

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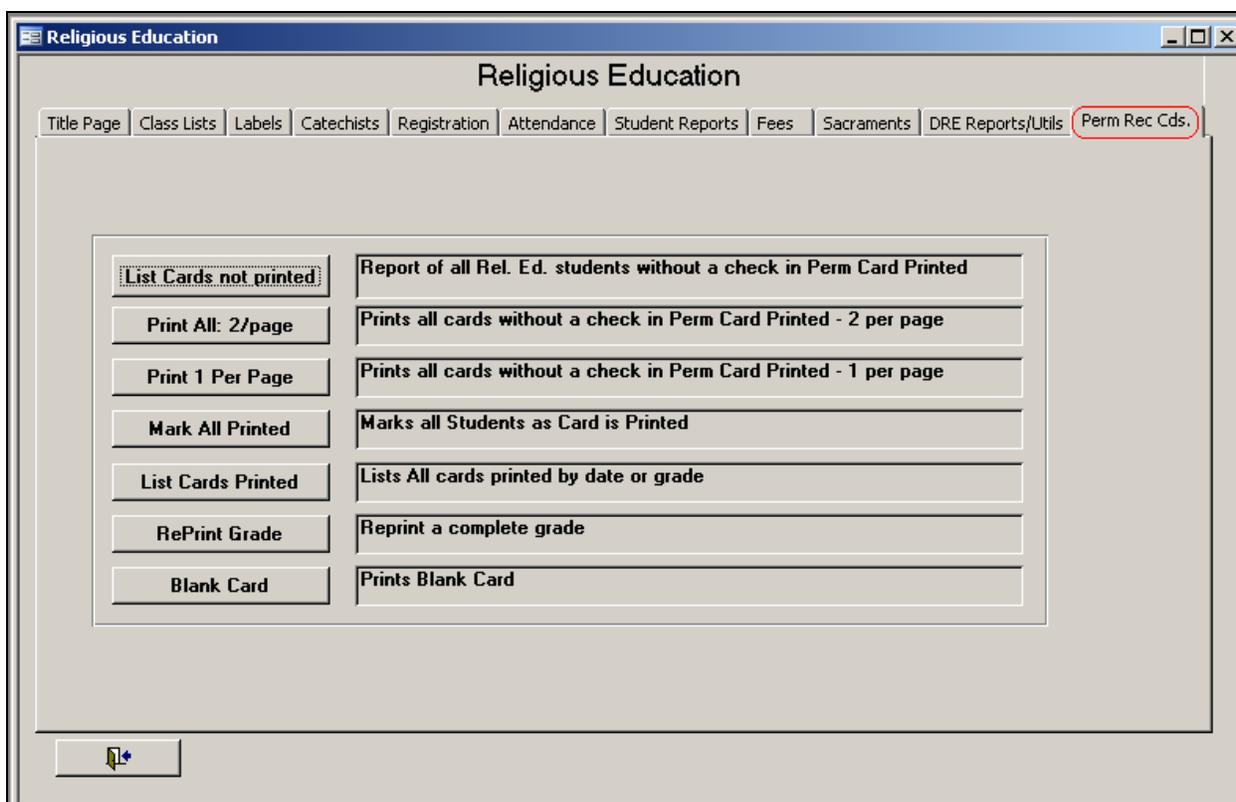
The report is very brief and simple. To conserve paper, only the names are given.

## Permanent Record Cards

Before computers were widely used, individual student records were maintained on special cards designed to track the history of a student's performance. Although some of the information kept varied from parish to parish, the basic information remained the same. In the late 1990's the format of these cards was added to this program to automatically update data as it changed.

Use of these "cards" depends on each parish's situation. Some will choose to use them, others may not.

This page of utilities is created to give you a wide range of flexibility in use of the card system.



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### A review:

Each member's record has a Rel. Ed. page. At the bottom is an entry (shown below) that indicated if a record card was printed, and the date it was done. In some circumstances, the date may not appear, but this will be explained as we go along.

<input checked="" type="checkbox"/> Record Card Printed:    Date: <input type="text"/>
--

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### List Cards Not Printed

If the checkbox is not clicked, the program assumes the card was not printed. Clicking the List Cards button runs a utility that scans the records and produces a report to list those card “not printed”.

<b>Rel. Ed. Cards NOT printed</b>			
<i>16-Jun-09</i>			
<b>Family Number</b>	<b>Student's Name</b>	<b>Grade</b>	<b>Family Name</b>
1432	Cardola, Derek X	4	Cardola
<b>Total:</b>	<b>1</b>		

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### Print All 2/page

This utility will print records 2 per page to conserve paper.

Below is a sample report showing the record card with data automatically filled in. Those fields left empty or blank, may be filled in by you as needed. This sample shows only a *single report* on the page.

<b>Family number:</b> 1432		<b>Parish Religious Education</b>												
<b>Name:</b> Cardola, Derek X			<b>Diocese of Fall River</b>											
<b>Address:</b> 72 St. Peter Ln.														
<b>City:</b> MyTown	<b>State:</b> MA <b>Zip:</b> 11025	<b>Permanent Record Card</b>												
<b>Home Phone:</b> 413-555-1212 <b>Unlisted:</b> Y <b>Date of Birth:</b> 7/28/1993														
<b>Parent/Guardian:</b> Mr & Mrs Paul Cardola														
<b>Grade When Printed:</b> 4		<b>Date Printed:</b> 6/16/2009												
<table border="1"> <thead> <tr> <th><b>Baptism</b></th> <th><b>First Communion</b></th> <th><b>Confirmation</b></th> </tr> </thead> <tbody> <tr> <td><b>Church</b> Holy Trinity</td> <td><b>Church</b></td> <td><b>Church</b></td> </tr> <tr> <td><b>City</b> Westfield, Mass.</td> <td><b>City</b></td> <td><b>City</b></td> </tr> <tr> <td><b>Date</b> 10/03/1993</td> <td><b>Date</b> / /</td> <td><b>Date</b> / /</td> </tr> </tbody> </table>			<b>Baptism</b>	<b>First Communion</b>	<b>Confirmation</b>	<b>Church</b> Holy Trinity	<b>Church</b>	<b>Church</b>	<b>City</b> Westfield, Mass.	<b>City</b>	<b>City</b>	<b>Date</b> 10/03/1993	<b>Date</b> / /	<b>Date</b> / /
<b>Baptism</b>	<b>First Communion</b>	<b>Confirmation</b>												
<b>Church</b> Holy Trinity	<b>Church</b>	<b>Church</b>												
<b>City</b> Westfield, Mass.	<b>City</b>	<b>City</b>												
<b>Date</b> 10/03/1993	<b>Date</b> / /	<b>Date</b> / /												
<b>Emergency Information</b>		<b>Change of Address Information</b>												
<b>Name:</b> John Smith		<b>Address:</b>												
<b>Phone:</b> 413-555-1212		<b>Phone:</b>												
<b>Members of parish?</b>		<b>School of religion last attended</b>												
<b>Name of parish:</b>		<b>Grade last completed</b>												
<b>Siblings:</b>		<b>Comments:</b>												
_____		_____												
_____		_____												

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### Print One per Page

Same format, same information, only one per page. The only difference is that the extra space is filled with blank lines so you can manually fill in more information you may need for your parish situation.

### Mark All Printed

Clicking this button will mark each record as have been printed (fills the checkbox). There is no report for this function.

### List Cards Printed

Clicking this button opens the following window which allows you to see a listing of cards printed either by a date range or a particular grade.

Rel. Ed. Perm Rec Card: Date per card

Enter the Starting and the Ending Date

Start Date

End Date

Grade

Print By Grade Print By Date Close Form

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This report shows all the cards printed for Grade 2 and includes students whose cards are not printed:

St. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544		
<i>Rel. Ed. Record Cards By Grade</i>		
<i>Name</i>	<i>Date Card Printed</i>	<i>Card Printed</i>
<i>Grade 2</i>		
Baker, Marilyn		No
Binder, Katelyn		Yes
Blast, Eric	4/28/2005	Yes
Cardola, Marina		Yes
Cinnamon, Katherine		No
Coughman, Jeffrey		Yes
Shawmut, Allyson		Yes
Superson, Kristen		Yes

Ver. 17.0

This report shows all cards printed within a specific date range, which includes all grades:

St. Columkille Parish  
1400 Saint Jude Ln.  
Southbridge, MA 11544

---

## *Rel. Ed. Record Cards Printed*

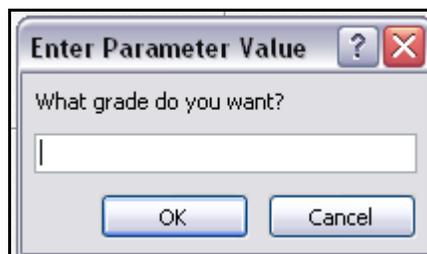
---

	<i>Name</i>	<i>Grade</i>
<i>4/28/2005</i>		
	Coughman, Lauria	0
	Smithson, Ryan	1
	Blast, Eric	2

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### **RePrint Grade**

Clicking this button opens a window asking you which grade to reprint:



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Once selected, you receive a window displaying the cards two-to-a-page for the entire grade. You can click Print from the window.

### **Blank Card**

This button opens a window displaying a blank card in a two-to-a-page format. All the fields are there, but no data is entered. You can print the form from this window.

This completes the chapter on the  
Religious Education Menu.  
Please contact Raiche Consultants  
if you have any questions or concerns.