



PASTORAL PLANNING *Statistical Ministry*

Statistical Report User Guide for Catholic Schools

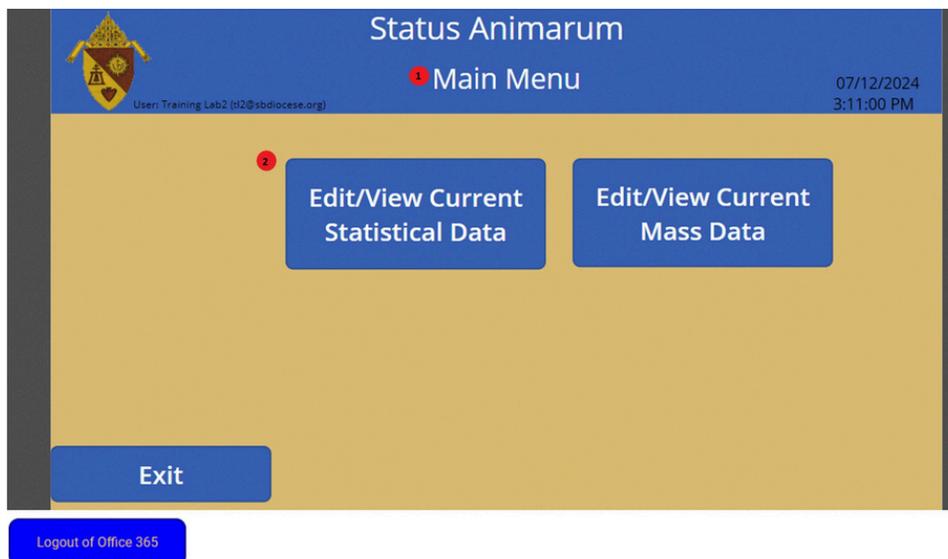
Welcome to the Statistical Report User Guide. This document will provide instructions on completing the Official Catholic Directory (OCD) Report. Please ensure the person responsible for completing any part of the reports has a copy of this document. You may call the Office of Pastoral Planning at 909-475-5145 for assistance or email us at pastoralplanning2@sbdiocese.org.

To access the reports:

- 1.) Go to the diocesan website www.sbdiocese.org
- 2.) Click on the Ministries
- 3.) Select Office of Pastoral Planning
- 4.) On the right hand side, under **Statistical Ministry**
- 5.) Click Status Animarum Web Form

Statistics Data Entry

1. After you have successfully logged in to the webform, the screen should look like the following without the red circles:
2. This button opens the "Edit/View Current Status Animarum Data." Where you will be able to input your data.



Statistics Data Entry

The screenshot shows a web application interface for "Statistics Data Input". At the top, there is a blue header with a logo on the left, the title "Statistics Data Input" in the center, and a "Save/Back" button on the right. Below the header, the date "07/11/2024" and the time "09:47:22" are displayed. A user information bar shows "User: Training_Lab2 (t2@sbdioocese.org) (Type:) (sa editable:) (VarAdminfalse)" and "Type: User userID 3 test: true". A dropdown menu is set to "2023". Below this is a search bar labeled "Search items". A table lists four schools with their respective data entry status:

1308	2023	3	725	Submitted
St. Joseph, Big Bear City				
1309	2023	3	726	Working on
St. Charles Borromeo, Bloomington				
1500	2023	3	868	Working on
Aquinas High School, San Bernardino				
1503	2023	3	869	Working on
Holy Rosary Academy, San Bernardino				

At the bottom left, there is a "Logout of Office 365" button.

From this screen, you can choose which School to input the data for.

1. Title of this screen
2. This button takes you back to the **Main Menu**.
3. Year of data to input. There will only be one year to select.
4. These schools can be selected to edit or view their current data. Please contact the Office of Pastoral Planning if the list needs to be completed or corrected.
5. This serves two purposes:

After selecting the school to work within the list (4), the school status will be displayed. If the school data has been completed, it will say "submitted." If not, then it will say "Working on".

Statistics Data Entry

1 Statistic's Data for
Holy Rosary Academy, San Bernardino
2023-2024

Save/Back
07/16/2024
2:35:04 PM

Holy Rosary Academy, San Bernardino
Entity: 1503

Year: 2023-2024

Data needs work

Date Completed

Annual Stats (School) Needs Work

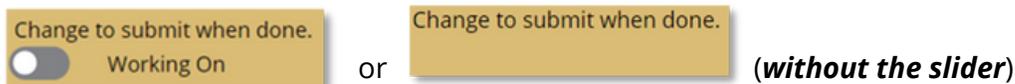
Location Information Needs Work

Preparer's Information Completed

Logout of Office 365

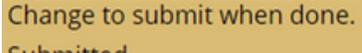
From this screen, the data information can be viewed or edited.

1. Title of this screen
2. Button to save and return to the "**Data-Input Select School.**"
3. Button to go to Annual Stats to enter the data.
4. This lets you know if you can work on the school data: adding, editing, or viewing:



- i. Indicates that the data can be added to, removed, or edited.
If the slider is not there, one or more records don't list one of the counts.
Once done with the data input
- ii. click on the slider  and,
it will then change to 

Then, clicking on the "**Save/Back**" button (2) will submit the data.

- a.  Indicates that the data has been submitted and can only be viewed.
- i. If changes need to be made, then contact the Office of Pastoral Planning.

Statistics Data Entry

Mode: Edit

Annual Stats (School) 2 Save/Back

Holy Rosary Academy, San Bernardino 2023-2024

User: Training Lab2 (t12@sbdioocese.org)

The Totals given in this report should cover a TWELVE MONTH PERIOD. You may use statistics projecting to the end of the calendar or fiscal year, whichever is more convenient.

Total Priests	<input type="text" value="0"/>	Scholastics	<input type="text" value="0"/>	Lay Teachers	<input type="text" value="10"/>	Number of Elementary Students	<input type="text" value="80"/>
Brothers	<input type="text" value="0"/>	Order	<input type="text"/>			Number of High School Students	<input type="text" value="0"/>
Sisters	<input type="text" value="1"/>	Order	<input type="text" value="Order of the Company of Mary Our La"/>			Total of Elementry and High School students	<input type="text" value="80"/>
				Total Staff	<input type="text" value="11"/>	Total Student enrollment	<input type="text" value="80"/>

Consolidated No

School Type

Grade Level

Give Reason if is diffent from Calculated Total

Participating Parishes

Logout of Office 365

1. Enter information in all the boxes. If in the **“working on”** status, clicking on this record will allow that record to be edited in the “Annual Stats” screen.
2. Button for saving or go back.
3. Indicates how many records need to be fixed before being able to submit the data. Once fixed the error, the data submission slider will show **“back up”**.

Statistics Data Entry

Mode: Edit

Annual Stats (School) 1 Save/Back

Holy Rosary Academy, San Bernardino 2023-2024

User: Training Lab2 (t12@sbdioocese.org)

The Totals given in this report should cover a TWELVE MONTH PERIOD. You may use statistics projecting to the end of the calendar or fiscal year, whichever is more convenient.

Total Priests	<input type="text" value="0"/>	Scholastics	<input type="text" value="0"/>	Lay Teachers	<input type="text" value="10"/>	Number of Elementary Students	<input type="text" value="80"/>
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Sisters	<input type="text" value="1"/>	Order	<input type="text" value="Order of the Company of Mary Our La"/>			Total of Elementry and High School students	<input type="text" value="80"/>
				Total Staff	<input type="text" value="11"/>	Total Student enrollment	<input type="text" value="80"/>

Consolidated No

School Type

Grade Level

Give Reason if is diffent from Calculated Total

Participating Parishes

Logout of Office 365

The totals given in this report should cover 12 months. You may use statistics projecting to the end of the fiscal year.

Scholastics: Member of a religious order who is between the novitiate and the priesthood.

Brothers / Sisters: Members of religious communities who have consecrated their life through VOWS.

Total Staff: ALL employees- Principal, Vice Principal, Librarian, Priests, Scholastics, Religious Brothers, Religious Sisters, Lay Teachers, Administrative Staff, Janitorial Staff, Etc.

Consolidated: A previously independent school that has been merged with one or more other schools. (ex: two elementary schools / an elementary school with a high school)

Total Enrollment: This number is automatically calculated. Please ensure you include Pre-school students with Elementary School Students for a complete enrollment count.

Statistics Data Entry

1 Statistic's Data for Holy Rosary Academy, San Bernardino 2023-2024 **2** Save/Back

User: Training Lab2 (t12@sbdiocese.org) 07/16/2024 2:35:04 PM

Holy Rosary Academy, San Bernardino Entity: 1503 Year: 2023-2024 **4** Data needs work Date Completed

3 Annual Stats (School) Needs Work

Location Information Needs Work

Preparer's Information Completed

Logout of Office 365

From this screen, the data information can be viewed or edited.

1. Title of this screen
2. Button to save and return to the “ Data-Input Select School.”
3. Button to go to Location Information to enter the data.

Statistics Data Entry

The screenshot shows a web form titled "Location Information" for "Holy Rosary Academy, San Bernardino 2023-2024". The user is identified as "Training Lab2 (t12@sbdiocese.org)". A toggle switch for "Location Information Reviewed" is currently set to "Not Reviewed". The form contains several input fields:

Location Name	County	San Bernardino	Institution Code	SB-0575
Holy Rosary Academy	Mail Address	2620 N Arrowhead Ave	EIN	95-3293896
Child of Location			KenedyID	162776
Our Lady of The Rosary Cathedral, San Bernardino			Year Founded	1947
E-mail		San Bernardino, CA 92405-	Cemetery	
holyrosary.ocs@sbdiocese.org	Physical Address	2620 N. Arrowhead Avenue	Ethnic Affiliation	
Web Site		San Bernardino, CA 92405-		
https://holyrosaryacademyandpreschool.com/				

At the bottom left, there is a blue button labeled "Logout of Office 365".

1. Once all data is reviewed click on the **Location Information Reviewed button**.
2. Once all data is completed click on the **Save/Back button**.