Religious Education – Faith Formation Office Software

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STUDENT LISTS

Alphabetical lists- choice of additional listing; parents, emergency contact, phone numbers, addresses, etc.
Permanent Record Cards and Admission Cards
Total Student Listings-all grades with choice of additional listings; parents emergency contact, phone number, etc.
Summary student reports of students in a particular public school
Public School list of students, including options for parents' names
Addresses, phone numbers, date of birth and grade. Ability to separate by grade section and session (7-B-Wed 2pm) or entire listing of program population.
Mailing Labels; all children, oldest child, in program

CLASS LISTS

Current grades or grades next year; all grades, listed grades or one grade.
Class lists or special classes, i.e. Choir, Altar servers, etc.
Option to indicate oldest and/or new students in program.
Options to separate boys and girls, listing parents, phone, emergency.
Information, public school, lined or non-lined, or grid reports.
Separate by grade, section and sessions.
Class directory alphabetical order with grade, section and sessions.

FAMILY LISTS

Total and summary family lists with ability to list current families, next year's families and families that have not registered their children for the following school year.
Listing of families with new students in the program.
All listings are cross-referenced (last names of parents and students differ) for easy access.
Re-registration forms.
Mailing labels; all families, families with new children.

SACRAMENTAL INFORMATION

Natural parents and religion.
Church of reception of each of the sacraments with location and date.
Confirmation cards, Communion and Confirmation certificates
Sacramental printed report

CATECHIST REPORTS

Organizational sheet of program listing catechist grades, sections and sessions with totals.
Catechist fact sheet; years in program, courses taken, etc.
Organizational sheet listing total students by grade, sections and sessions.
Catechist labels

FINANCIAL CAPABILITIES

Automatically assigns fees to families based on selected criteria; number of children in the family, grades the students are in, affiliation of the family, etc.
Registration, Re-registration, Communion, Confirmation, Book fee, etc.
Bills are generated by the program; includes a summary of the billing and a billing stub.
Bills are self addressed and fit conveniently into a dual window envelope.
Multiple reports available; arrears, payment record, billing ledger, etc.
Ability to generate a late fee if desired.
Ability to add a fee for a bounced check.

OTHER OPTIONS

Automatic promotion of students-advancing students to next grade level and putting students into an alumnae file.
Ability to assign room numbers, sections or sessions to a particular grade prior to or after promotion.
Ability to print all of the reports for the current as well as the next program year.
Ability to generate emails for all parents and catechists.

www.thetadiscoveries.com