



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@sbdioocese.org.

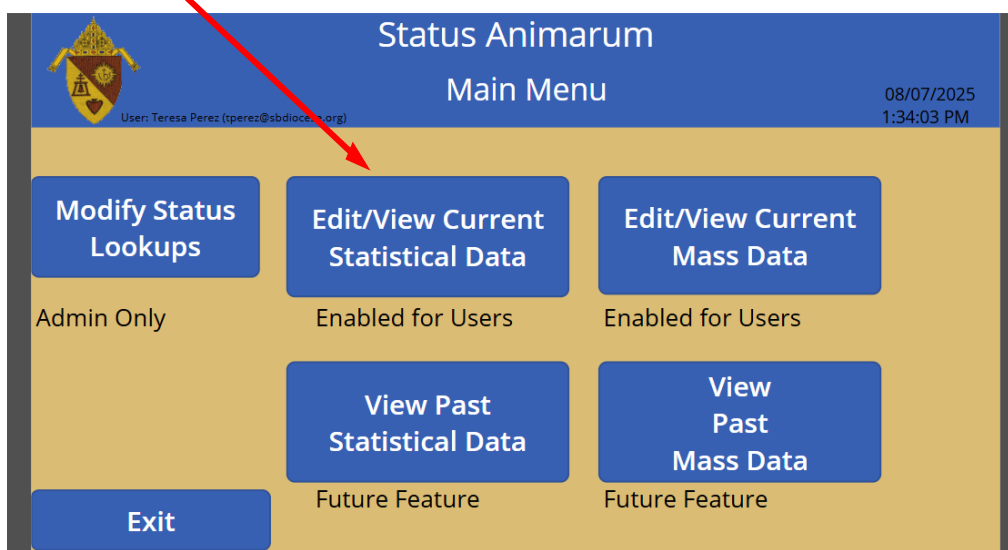
To access the reports:

- 1.) Go to the diocesan website www.sbdioocese.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

After you have successfully logged in to the webform, the screen should look like the following:

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 left is a logo of a church. To its right is the title 'Statistics Data Input' with a red box containing the number '1'. Further right is a 'Save/Back' button with a red box containing the number '2'. Below the title bar, the user information 'User: Teresa Perez (tperez@sbdioocese.org)' and the date/time '08/07/2025 8:38:54 AM' are displayed. A yellow bar contains the text '2024 - 2025' with a red box containing the number '3'. Below this is a search bar with a magnifying glass icon and the text 'Search items'. A table lists schools with their IDs, names, and status. A red box with the number '4' points to the status column.

ID	School Name	Status
1513	Resurrection Academy, Fontana	Working on
1504	Sacred Heart School, Palm Desert	Working on
1597	St. Jeanne de Lestonnac School,	Working on
1515	St. Adelaide Academy, Highland	Working on
1506	Our Lady of the Assumption School, San	Working on
1560	St. Jude Mission School, San Jacinto	Working on
1520	St. Edward School, Corona	Working on
1542	St. Paul the Apostle Preschool, Chino	Working on

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.

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

Statistic's Data for
Resurrection Academy, Fontana
2024-2025

User: Teresa Perez (tperez@sbdioocese.org)

Save/Back

08/07/2025
10:09:21 AM

Resurrection Academy, Fontana
Entity: 1513

Year: 2024-2025

Submit when done
☐ Working on

Date Completed

Annual Stats (School) Needs Work

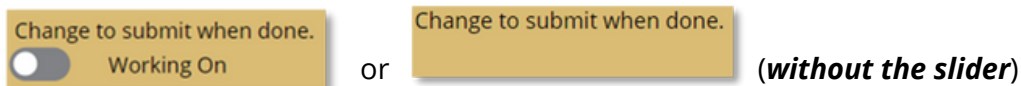
Location Information Needs Work

Preparer's Information Needs Work



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. Buttons to go to Annual Stats to enter the data.


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  Working On and,
it will then change to  Submitted

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

- b.  Submitted 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



1

Annual Stats (School)

Resurrection Academy, Fontana 2024-2025
2024-2025

User: Teresa Perez (tperez@sbdioocese.org)

2

Save/Back

The Totals given in this report should cover a TWELVE MONTH FISCAL YEAR from July 1st to June 30th. You may use statistics projecting to the end of the fiscal year.

<div>2023-2024</div> <div> <div>Priests</div> <div>Brothers</div> <div>Sisters</div> </div> <div> <div>Scholastics</div> <div>Order</div> <div>Order</div> </div> <div> <div>Lay Teachers</div> <div>11</div> </div> <div> <div>Total Staff</div> <div>0</div> </div>	<div> <div>Number of Elementary Students</div> <div>160</div> </div> <div> <div>Number of High School Students</div> <div>0</div> </div> <div> <div>Total of Elementry and High School students</div> <div>0</div> </div> <div> <div>Total Student Enrollment</div> <div>160</div> </div>
---	---

Consolidated

No

No

3

School Type

Parochial

Grade Level

Preschool, JK - 8th

Give Reason if is diffent from Calculated Total

Participating Parishes


St. John XXIII Catholic Community

*To explain any discrepancies of data use the "Explanation of data" in "Preparer's Information"

Data from the previous year Status Animarum report

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



Annual Stats (School)

Resurrection Academy, Fontana 2024-2025
2024-2025

User: Teresa Perez (tperez@sbdioocese.org)

Save/Back

The Totals given in this report should cover a TWELVE MONTH FISCAL YEAR from July 1st to June 30th. You may use statistics projecting to the end of the fiscal year.

<div>2023-2024</div> <div> <div>Priests</div> <div>Brothers</div> <div>Sisters</div> </div> <div> <div>Scholastics</div> <div>Order</div> <div>Order</div> </div> <div> <div>Lay Teachers</div> <div>11</div> </div> <div> <div>Total Staff</div> <div>11</div> </div>	<div> <div>Number of Elementary Students</div> <div>160</div> </div> <div> <div>Number of High School Students</div> <div>0</div> </div> <div> <div>Total of Elementry and High School students</div> <div>160</div> </div> <div> <div>Total Student Enrollment</div> <div>160</div> </div>
--	---

Consolidated

No

No

School Type

Parochial

Grade Level

Preschool, JK - 8th

Give Reason if is diffent from Calculated Total

Participating Parishes

St. John XXIII Catholic Community

*To explain any discrepancies of data use the "Explanation of data" in "Preparer's Information"

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
Resurrection Academy, Fontana
2024-2025

User: Teresa Perez (tperez@sbdioocese.org)

2 Save/Back
08/07/2025
1:06:19 PM

Resurrection Academy, Fontana
Entity: 1513

Year: 2024-2025

Submit when done ☐ Working on

Date Completed

3

Annual Stats (School) Needs Work

Location Information Needs Work

Preparer's Information Needs Work

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

Location Information
Resurrection Academy, Fontana 2024-2025
2024-2025

User: Teresa Perez (tperez@sbdioocese.org)

Please review the information below about your location. If there are any questions please contact the Office of Pastoral Planning or use the box below to type in a note. When finished click on the slider to mark as reviewed.

Location Information Reviewed ☒ 1 Not Reviewed

Save/Back 2

Location Name	Resurrection Academy	County	SB	Institution Code	SB-0916
Child of Location	Saint John XXIII Catholic Commi	Mail Address		EIN	95-3293896
E-mail	resurrection.ocs@sbdioocese.org	17434 Miller Ave		KenedyID	163007
Web Site	http://www.resurrectionacadem			Year Founded	1961
		Fontana, CA 92336-		Cemetery	
		Physical Address			
		17434 Miller Ave		Ethnic Affiliation	
		Fontana, CA 92336-			

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**.