



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@sbdiocece.org.

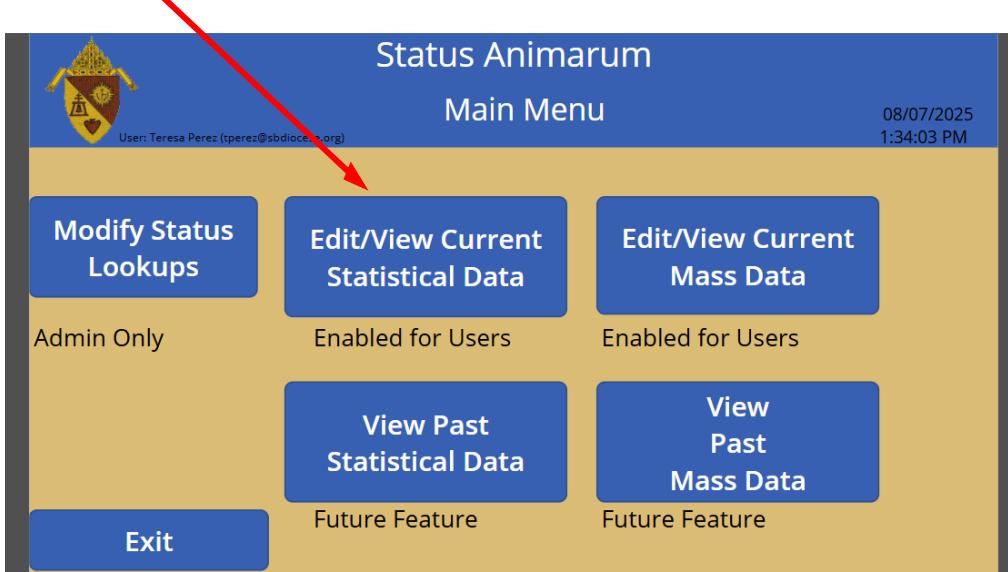
To access the reports:

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

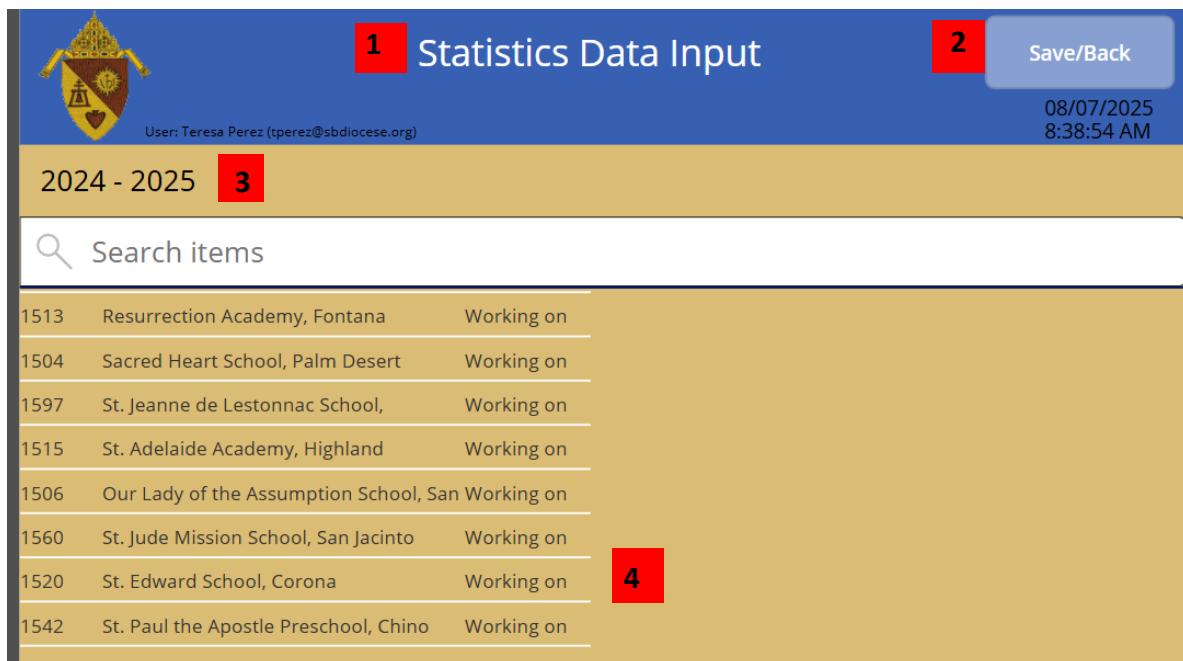
Statistics Data Entry

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

This button opens the "Edit/View Current Status Anمارum Data." Where you will be able to input your data.



Statistics Data Entry



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



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

User: Teresa Perez (tperez@sbdiocease.org)

Resurrection Academy, Fontana
Entity: 1513

Year: 2024-2025

Submit when done Working on

2 Save/Back
08/07/2025
10:09:21 AM

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. 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:

Change to submit when done.
 Working On

Change to submit when done.
 (without the slider)

- 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



User: Teresa Perez (tperez@sbdiocese.org)

1 Annual Stats (School)
 Resurrection Academy, Fontana 2024-2025
 2024-2025

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.

Priests	2023-2024	Scholastics	0	Lay Teachers	11	Number of Elementary Students	160
Brothers		Order				Number of High School Students	0
Sisters		Order				Total of Elementary and High School students	0
Total Staff 0						Total Student Enrollment	160
Consolidated	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Give Reason if different from Calculated Total				
3							
School Type	Parochial	Participating Parishes					
Grade Level	Preschool, JK - 8th	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 Aniamrum 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



User: Teresa Perez (tperez@sbdiocese.org)

Annual Stats (School)
 Resurrection Academy, Fontana 2024-2025
 2024-2025

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.

Priests	2023-2024	Scholastics	0	Lay Teachers	11	Number of Elementary Students	160
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Total Staff 11						Total Student Enrollment	160
Consolidated	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Give Reason if different from Calculated Total				
School Type	Parochial	Participating Parishes					
Grade Level	Preschool, JK - 8th	St. John XXIII Catholic Community 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

The screenshot shows a software interface for data entry. At the top, there is a header with the school's logo, the name 'Resurrection Academy, Fontana', the year '2024-2025', and a 'Save/Back' button. Below the header, there are several input fields and buttons. On the left, the 'Entity' is listed as 'Resurrection Academy, Fontana' with ID '1513'. In the center, the 'Year' is set to '2024-2025'. To the right, there are buttons for 'Submit when done' (disabled) and 'Date Completed' (set to '08/07/2025 1:06:19 PM'). Below these, there are three main sections: 'Annual Stats (School)', 'Location Information', and 'Preparer's Information'. Each section has a status indicator: 'Needs Work' for 'Annual Stats (School)' and 'Location Information', and 'Needs Work' for 'Preparer's Information'. A red box labeled '3' is positioned above the 'Preparer's Information' section.

1 Statistic's Data for		2	
Resurrection Academy, Fontana		Save/Back	
2024-2025		08/07/2025 1:06:19 PM	
Resurrection Academy, Fontana Entity: 1513	Year: 2024-2025	Submit when done <input type="button"/>	Date Completed Working on
Annual Stats (School)		Needs Work	
Location Information		Needs Work	
3			
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

 User: Teresa Perez (tperez@sbdiocese.org)

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

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

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