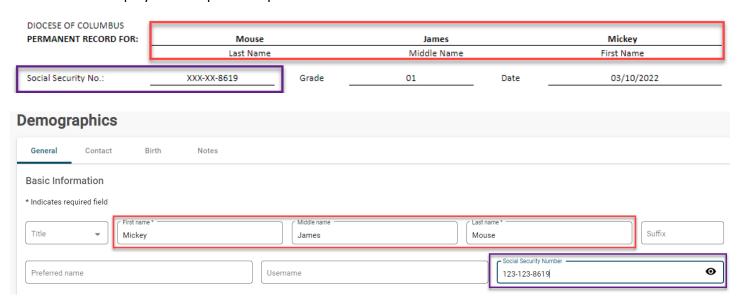


#### **Diocese of Columbus**

#### Permanent Record Card

Basic Information (Select Students > Select Student > Select the Student Contact Card > General)

- Student SSN number only the last four digits will display
- Date Displays date report was printed

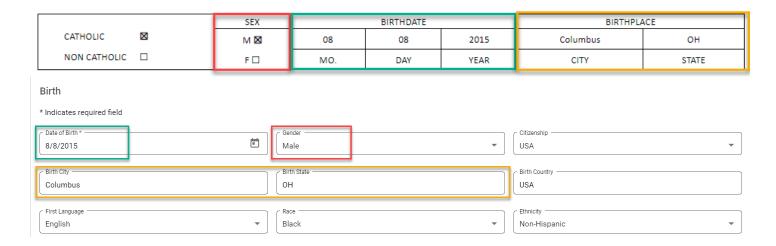


## Parish/Church Information (Select Students > Select Student > Select Religion)

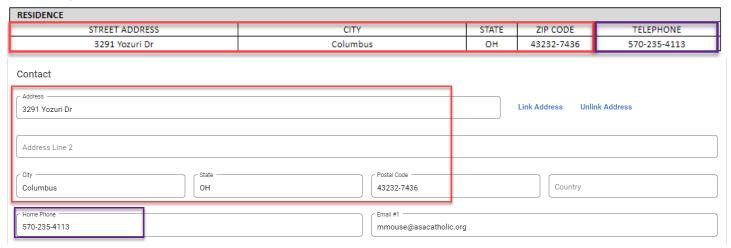
- Parish Name
- Catholic/Non Catholic







## Address/Contact Information (Select Students > Select Student > Select the Student Contact Card > Contact)





**Parent/Guardian** (Select Students > Select Student > Select Family Name > Select Family Individual > Select Parent Contact Card > Birth)

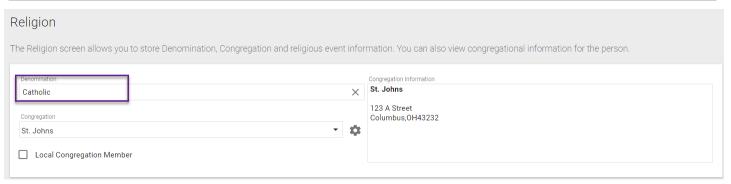
• **Birthplace** (Select Students > Select Student > Select Family Name > Select Family Individual > Select Parent Contact Card > Birth)

FAMILY								
PARENT OR GUARDIAN 1	BIRTHPLACE	RELIGION	EDUCATION	TYPE OF OCCUPATION				
	Columbus, OH	Catholic	Post-graduate	Nurse				
Mouse, Cecile Ann	PLACE OF OCC	UPATION	BUSINESS ADDRESS	BUSINESS PHONE				
	Saint Elizabeth Me	edical Center	Columbus, OH	123-111-9687				
PARENT OR GUARDIAN 2	BIRTHPLACE	BIRTHPLACE RELIGION		TYPE OF OCCUPATION				
	Columbus, OH Catholic		College	Teacher				
Mouse, William	PLACE OF OCC	PLACE OF OCCUPATION		BUSINESS PHONE				
	All Saints High	n School	Columbus, OH	123-123-1234				



• **Religion** (Select Students > Select Student > Select Family Name > Select Family Individual > Select Religion > Denomination)

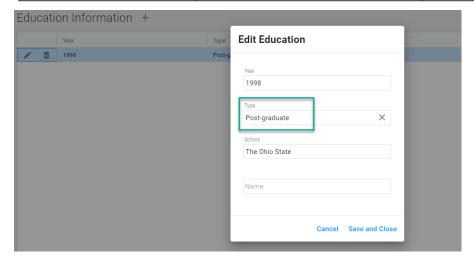
FAMILY			1		
PARENT OR GUARDIAN 1	BIRTHPLACE	RELIGION	EDUCATION	TYPE OF OCCUPATION	
	Columbus, OH	Catholic	Post-graduate	Nurse	
Mouse, Cecile Ann	PLACE OF OCC	UPATION	BUSINESS ADDRESS	BUSINESS PHONE	
	Saint Elizabeth Me	dical Center	Columbus, OH	123-111-9687	
PARENT OR GUARDIAN 2	BIRTHPLACE RELIGION		EDUCATION	TYPE OF OCCUPATION	
	Columbus, OH Catholic		College	Teacher	
Mouse, William	PLACE OF OCC	UPATION	BUSINESS ADDRESS	BUSINESS PHONE	
	All Saints High	School	Columbus, OH	123-123-1234	





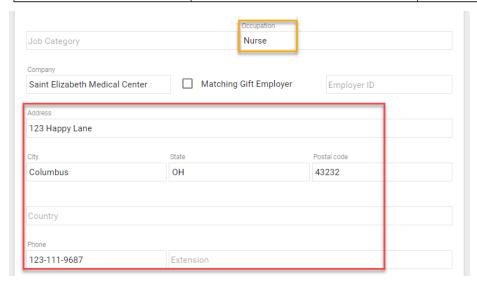
# • **Education** (Select Students > Select Student > Select Family Name > Select Family Individual > Select Education > Select Pencil)

FAMILY								
PARENT OR GUARDIAN 1	BIRTHPLACE RELIGION		EDUCATION	TYPE OF OCCUPATION				
	Columbus, OH Catholic		Post-graduate	Nurse				
Mouse, Cecile Ann	PLACE OF OCC	UPATION	BUSINESS ADDRESS	BUSINESS PHONE				
	Saint Elizabeth Me	dical Center	Columbus, OH	123-111-9687				
PARENT OR GUARDIAN 2	BIRTHPLACE RELIGION		EDUCATION	TYPE OF OCCUPATION				
	Columbus, OH Catholic		College	Teacher				
Mouse, William	PLACE OF OCCUPATION		BUSINESS ADDRESS	BUSINESS PHONE				
	All Saints High	School	Columbus, OH	123-123-1234				



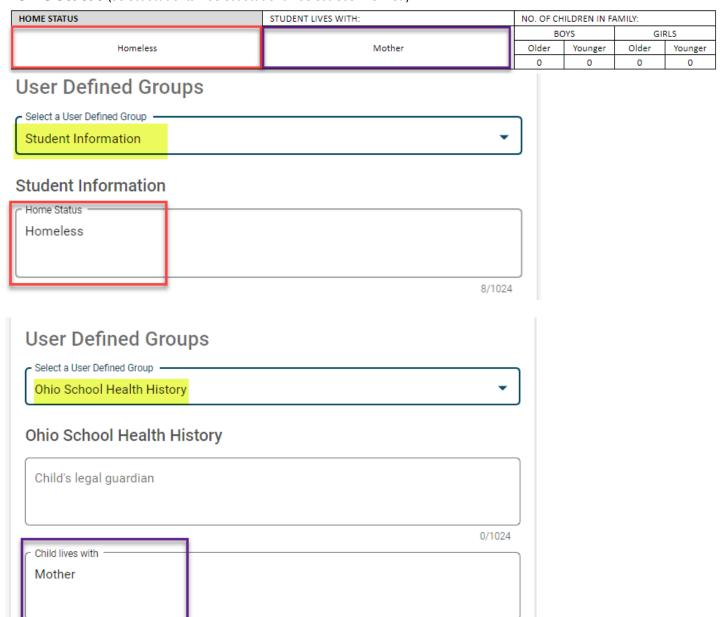
• Occupation (Select Students > Select Student > Select Family Name > Select Family Individual > Select Employment)

FAMILY					
PARENT OR GUARDIAN 1	BIRTHPLACE RELIGION		EDUCATION	TYPE OF OCCUPATION	
	Columbus, OH Catholic		Post-graduate	Nurse	
Mouse, Cecile Ann	PLACE OF OCC	UPATION	BUSINESS ADDRESS	BUSINESS PHONE	
	Saint Elizabeth Me	dical Center	Columbus, OH	123-111-9687	
PARENT OR GUARDIAN 2	BIRTHPLACE RELIGION		EDUCATION	TYPE OF OCCUPATION	
	Columbus, OH Catholic		College	Teacher	
Mouse, William	PLACE OF OCCUPATION		BUSINESS ADDRESS	BUSINESS PHONE	
	All Saints High	n School	Columbus, OH	123-123-1234	





### **Home Status** (Select Students > Select Student > Select User Defined)

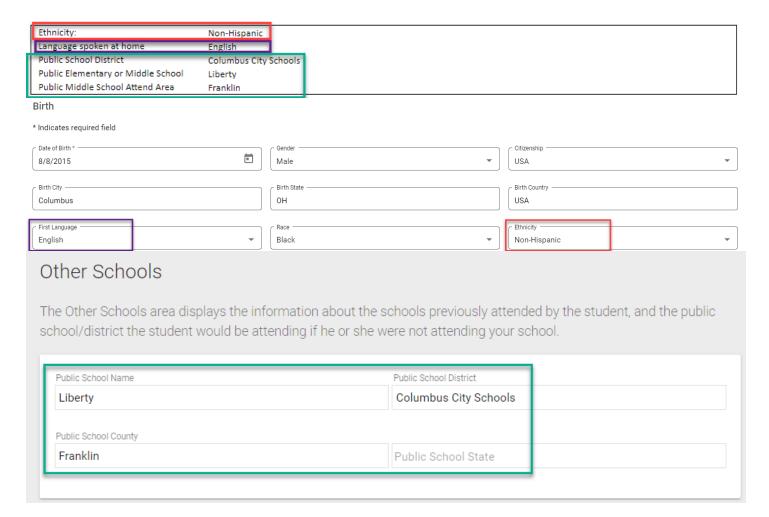


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#### **Additional Information**

- Ethnicity (Select Students > Select Student > Select Student Contact Card > Birth)
- Language (Select Students > Select Student > Select Student Contact Card > First Language)
- School District (Select Students > Select Student > Select School Information Card > Select Other Schools)





## **Sacraments** (Select Students > Select Student > Select Religion)

SACRAMENTS								
BAPTISM	03	10	2020	St. Johns	Columbus	ОН		
FIRST COMMUNION	03	10	2021	St. Johns	Columbus	ОН		
PENANCE	12	10	2021	St. Johns	Columbus	ОН		
CONFIRMATION	03	10	2022	St. John's	Columbus	ОН		
	MO.	DAY	YEAR	CHURCH	CITY	STATE		

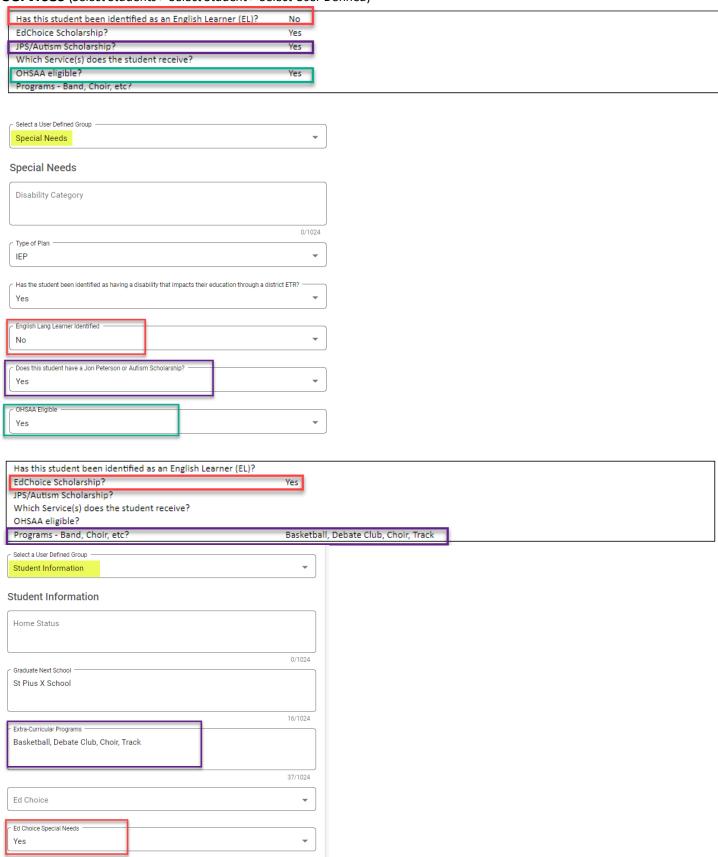
## **Religious Events**

Event Type	Date ↓	Location	City	State	Notes
Confirmation	Mar 10, 2022	St. John's	Columbus	ОН	
Reconciliation	Dec 10, 2021	St. Johns	Columbus	ОН	
Communion	Mar 10, 2021	St. Johns	Columbus	ОН	
Baptism	Mar 10, 2020	St. Johns	Columbus	ОН	

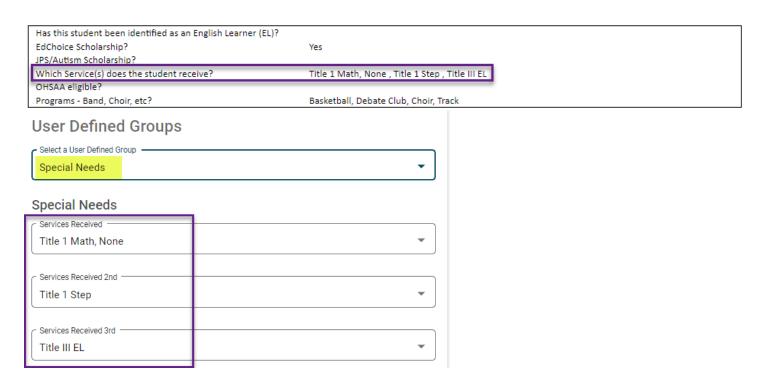
Penance = Reconciliation



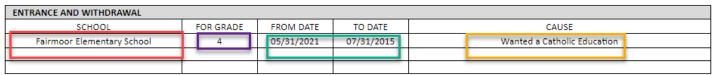
## **Services** (Select Students > Select Student > Select User Defined)

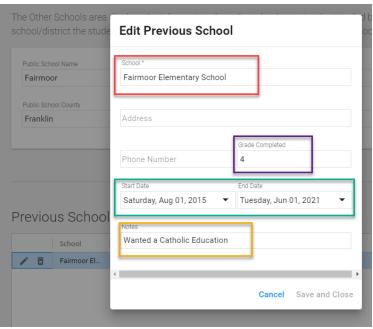






**Entrance and Withdrawal** (Select Students > Select Student > Select School Information Card > Select Other Schools> Previous Schools)







### **Attendance** (Select Students > Select Student > Transcript > Report Type = Attendance)

\*Attendance will only display if the student has a transcript record, if there are no transcript records attendance will be blank

ATTENDANCE		K	1	2	3	4	5	6	7	8
Days Absent							15.0	10.0		
Days Tardy							2.0	0.0		
Transcript										
Report Type										
Attendance				Add Ti	ranscript Reco	rd	Print Grid		Print Transcri	ipt
Year	Absent		Tardy		Pre	esent				
2020-2021	15.0000		2.0000			0.0000		Sav	ve	Delete
Year	Absent		Tardy		Pre	esent			_	
2021-2022	10.0000		0.0000			200.0000		Sav	ve	Delete



## **Graduation Date/High School** (Select Students > Select Student > Transcript > Report Type = Attendance)

- Graduation Date (Select Students > Select Student > Select School Information Card > Graduation Date)
- High School Entered (Select Students > Select Student > Select User Defined)

