

April 17, 2018

TO: Pastors / Parish Secretaries

FROM: Peggy Cooper, Census Manager

Due to the current upgrading of our Diocese data system, we are no longer able to print Census Data Sheets in the same fashion you are familiar to receiving. Our old data sheet program was custom built and is no longer available for use in the new ParishSOFT Family Suite software.

Support representatives from ParishSOFT have suggested that we use the Registration Forms (these forms will replace the Census Data Sheets) directly out of ParishSOFT Family Suite. I have emailed you the December and January Registration Forms. Unfortunately, the Family ID # is not automatically generated on these new Registration Forms, and we have submitted a request into ParishSOFT to add this field to their form the next time they have an enhancement to their software. There is no estimated time as to when they will provide this field. Until then, I will email you a copy of your census families with the Family/Dio ID # on it. You will need to write the Family ID # on the New Registration Forms.

Next week, I hope to email you the February and March Registration Forms to get us caught up. Then every month from April on - I will email you a spreadsheet of any records updated during the current month. You will then need to print the Registration Forms out of ParishSOFT Family Suite to go into your census binders. I will send you instructions on how to do this next month along with the Spreadsheet.

Although this is not an ideal solution to the Data Sheet problem, it is the only solution we have available to us at this time. Thank you for your time, patience and effort during this period of software upgrades. If you have any questions, please call me at 614-241-2550. If you notice any duplicate records on your Family Listing, please send them to me so I can merge them for you. Parishes do not have ability to merge records, so this has to be done at the Diocese. My email is [pcooper@columbuscatholic.org](mailto:pcooper@columbuscatholic.org) or you can mail them to:

Office of Development and Planning  
Attn: Peggy Cooper  
197 E. Gay St.  
Columbus, OH 43215

I will try to have all parishes completely caught up by the end of the month. Thank you again for your patience.