

Formation Office™

Easy management of religious education programs.

Organize student and family information, quickly see who is enrolled in each class/session, and coordinate large amounts of financial data from tuition and fees to contributions and fundraising. Use Formation Office to take care of the details, and free yourself and your staff to manage the crucial human interactions at the heart of your institution.

Problem to Solve:	PDS Formation Office Solution:
Faith Formation staff need to have updated records for their students and families.	Keeping information on your students and their families is vital to the effective management of your religious education programs. PDS Formation Office enables you to keep phone numbers, email addresses, emergency contact information, medical alerts, and so much more.
Faith Formation staff need to track student progress and attendance.	From viewing class schedules, rosters, meeting dates, and catechists to running enrollment reports, PDS Formation Office does it with ease. You can quickly locate information for each student's attendance and view other vital data such as their sacraments, ministries, talents, certifications, and more.
Students' families need to keep up with their payment records and pay tuition.	Easily manage and maintain all your payment information and keep your students' families informed of their payment records and histories with PDS Formation Office. Plus, support for most EFT (Electronic Fund Transfer) methods gives your students' families payment flexibility.
The Director of Religious Education needs to provide easy registration for their programs.	PDS Formation Office helps you create forms to add to your website so parishioners can easily register students or update their family information. You can post blank forms for the general public or email parishioners and send them to a form that is already filled out with their information that's ready to be updated.

Key Features:

- Use your mobile phone or tablet to look up information "on the go"
- Store and quickly locate information for each student's attendance, schedule, sacraments, background check results, ministries, talents, retreats, and other vital data
- Store and quickly locate information for each catechist's schedule, contact information, certifications, ministries, talents, background check results, and other vital data
- Student records include data such as emergency contacts, medical alerts, or confidential comments
- Limit confidential comment access to only the users you choose
- View each class's schedules, attendees, meeting dates, and catechists at a glance
- Post changes to student, family, and tuition/fees data automatically in bulk or one record at a time
- Use the one-time process for EFT payments when using Vanco
- Choose from dozens of pre-defined reports or design your reports to meet your immediate needs
- Track tuition and fees accurately, completely, and securely
- Use the PDS Catholic Directory™ feature to automatically compile all your facility's information and statistical data to quickly generate your report for The Official Catholic Directory® (with which PDS has no affiliation)
- Add online student registration forms
- Integrate seamlessly with PDS Church Office™ and PDS Sacramental Register™. Multiple programs share a single database. Enter an individual or family once; access and edit their records from any of the programs.

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parishdata.com/formationoffice