## **Guide for Recording Adult Children Whose Member Record is Still Part of Their Parent's Family Record**

When children reach the age of 22 (adulthood), their individual member information should be imported into their own record. This process allows them to be assigned an envelope number, update their information as needed or their family record can be captured by a new parish.

## Reminder

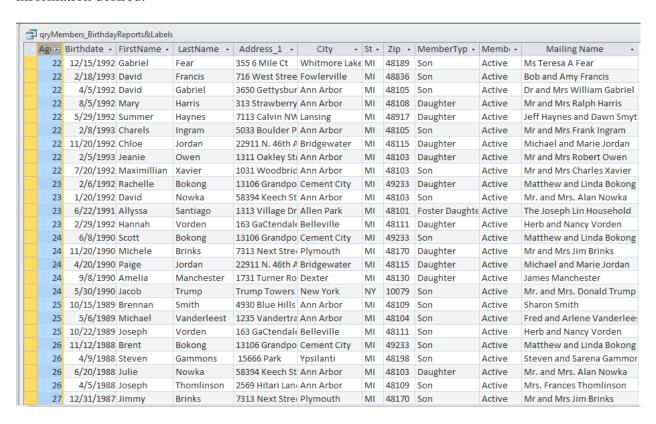
 The ParishSOFT Family Directory, through its various reports, classifies people 21 and under as children. To determine adult children listed within their parent's records follow these steps.

To identify these adult children (22 and over) run the following:

- Reports
- ParishSOFT Reports
- Census Reports
- Member Reports Menu
- Members Birthdays
  - o Chose a Greater Than age of 22
  - Chose a Less Than age of, such as 30. You can expand the age until the additional adult children are all accounted for.
  - Show Results or Print Report

You can then view these adult children and import them if needed. There will be those circumstances where an adult child, such as a disabled child, may remain within the parent's record.

Below is an example of the resulting report. You may filter and/or hide the columns for the information desired.



A mailing to the parents asking to update the information could be created using this spreadsheet.

## Reminders

- After importing an adult child to their own record, it would be helpful to include their names on the Ext. Family Tab of the parent's record. Included are fields for Full Name and Age.
- When completing a merge of duplicate records, all children listed in the secondary record are transported to the primary record. The parish receives a notice of all merges done on the Diocesan level (AIM) and should review the record to import any adult children into their own record.