SUBGROUP: 000 Secretary for Education*

SUBGROUP: 001 Department for Catholic Schools
DESCRIPTION: Files consist of Annual Reports (1905-1966) which list members of the school board, districts, teaching communities, total enrollment, statistics, and textbooks. The School Directory (1942-1995) lists school board, teaching communities, elementary and secondary schools' addresses and enrollment by district. The Handbooks (1948-1990) contain school policies and practices, guidelines for Parent-Teacher Guilds, and for elementary school principals. The Elementary and Secondary Course of Study (1949) is made up of handbooks, which comprise the classes for a year of school; there are separate handbooks for elementary school and high school. High School Appraisals (1964-1981) lists all the property in each high school and its appraised value for insurance purposes. Closed School Files (1949-1996) contains correspondence, school reports, brochures or other information about the school, school board minutes, requests to close or reorganize the school and a plan of action for closing the school. Elementary School Files (1987-1996) contain correspondence, school board minutes and information regarding the creation of merged schools. Secondary School Files (1988-1991) contain correspondence, school board minutes and information regarding the creation of merged schools. Releases to Pastors and Principals (1958-1996) consist of informational mailing from the Schools Office to pastors and principals. Material in the releases can include information on routine administrative matters or information on policy and procedures. School Bulletins (1939-1996) are departmental newsletters sent to the schools with information
concerning departmental and educational issues and activities. School Directory (1942-1995) lists school board, teaching communities, elementary and secondary schools' addresses and enrollment by district. Catholic Schools Community Newsletter (1989-1994) series discusses changes and events around the diocese, national versus the Pittsburgh Diocese student testing scores, congratulations to various individuals, etc. Pennsylvania Citizen Bee Competition (1993-1994) series is made up of two programs which include the names of those competing, their school, judges, etc., and short publicity notices. Initial and Final Reports (1962-1996) consists of statistical reports from each school on student enrollment. A report is completed at the beginning and end of each year. Statistical Reports (1908, 1949-1996) contain annual enrollment statistics broken down by date, school, grade, sex and race. The Government/Organization/University Files (1965-1996) consist of issues such as lead in drinking water, radon testing, television in the classrooms, employment for youth. Verifying the Vision (1988) consists of reports on elementary schools' programs. The Department for Special Education (1960-1983) consists of correspondence to and from the Superintendent for Catholic Schools, financial and annual reports of the department, guidelines, teachers' minutes and files on children and teachers. The Institute for Adult Education (1951-1974) consists of brochures and two bulletins.

SUBGROUP: 01E Office for Secondary Educational Consultants
DESCRIPTION: Administrative Files (1973-1995) include minutes, reports, classroom observations, accountability reports, policies, newsletters from the Federation of Pittsburgh Diocesan Teachers union, correspondence, outlines of the consultant’s duties, information on the High School Leadership Forum. Religious Curriculum Guidelines (1975-1993) consists of course requirements, objectives and outlines of courses to be covered, qualifications for catechists as part of the religious education component of secondary schools, minutes of the Curriculum Committee. High School Religion Survey Results (1986-1991) consist of test reports, averages, comparisons between the different high schools, results of the tests from examinations between freshman and seniors. Secondary School Files (1971-1995) materials contained in this series consist of minutes, reports of visits, recommendations for and summaries of the religious education component of the school’s curriculum, newspaper articles, curricula, mission statements. Some of these schools have been closed. Butler/Lawrence Deanery Reports (1986-1996) consists of self-studies and reports to the Middle States Association. South Hills Deanery Reports (1987-1996) consists of self-studies and reports to the Middle States Association.

SUBGROUP: 002 Department for Religious Education

SUBGROUP: 02B Office for Catechesis
DESCRIPTION: The records consist of Statistical Report of Parish Catechetical Programs (1986-1998). These parish reports include the number of children in the CCD program by age; the names, training and
experience of the CCD teachers; the names of the administrative staff; and questions about the parish program concerning RCIA, sacramental preparation classes and the number of children in special education programs. Along with the individual reports, the office prepared statistical recaps of the reports which tallies the report numbers by deanery. Administrative Files (1972-2000) contain memoranda, correspondence, reports, and other forms and documents created or received as part of the administration of the Office of Catechesis. This includes records regarding Bishop's Educational Fund Grants. Secondary School Files (1989-1999) contain information that gives a picture of how the school religion departments functioned.

**SUBGROUP: 02C Office for Catechetical Ministries**

**SUBGROUP: 02D Office for Family Life & Catechesis**

**SUBGROUP: 02E Gilmary Diocesan Center**
**DESCRIPTION:** The records consist of Reports (1980-1992, 1995) which are comprised of statistics and lists of groups using the center and Meeting Minutes (1986-1998) which are from the Catholic Youth Ministry, Office for Youth Ministry, and Gilmary Diocesan Center documenting planning of activities for youth and the new center. Evaluation Results (1990-1992) documents the feedback from the various groups using the center. Correspondence (1990-1996, 2000. Retreat Information (1990-1991) consists of documents relating to various events held on the center grounds.

**SUBGROUP: 003 Department for Youth and Young Adult Ministry**

**SUBGROUP: 005 Department for Persons with Disabilities**
**DESCRIPTION:** Administrative Files (1961-1999) including correspondence, memoranda, staff meeting minutes, conference and seminar planning sessions. Newsletters 1974-1994 consist of upcoming events, news, congratulatory messages, and president reports, among other things. Programs & Events (1984-1993) consist of seminars and workshops held, retreats and socials for parents and/or the students,

**SUBGROUP: 006 Office for Budget & Planning**