

From: TheWay <TheWay@diocesekcsj.org>

Sent: Wednesday, September 9, 2026 5:55 PM

To: TheWay <TheWay@diocesekcsj.org>

Subject: Leader Update: Administrating The Way Family Passport

Dear clergy, parish and school leaders,

The Way Family Passport has now been live for several months, and most of our parishes and schools have successfully created their accounts and accessed the online leader training. Thank you for completing this important step! You are now ready to invite your parish and school families to create their family accounts following the directions provided within the Passport. Attached is a suggested message to parents which you can use to invite their participation.

If your parish or school does not yet have coordinators assigned to this role, please contact us as soon as possible to assign someone. Going forward, ***all regular communications regarding The Way will take place through The Way Family Passport***, and we want to make sure that no one misses essential information. Pastors and principals are especially encouraged to create an account, even if you have assigned other coordinators. This way you can see what your families see.

In case you missed it, please take a moment to read through the important information below this message, which was sent out originally in June to all parish and school coordinators who have created an account on *The Way Family Passport*. You will find details about:

- The new edition of the **fourth grade Ten Commandments** learning path, now accessed entirely through the Passport, with no need to order or pay for any materials.
- Guidelines and options for parishes to host a second grade Parent Invitation Retreat.
- How to complete or review the information in your coordinator training module.

Some frequently asked questions:

- **What if a family needs to catch up on a learning path from a previous year?**
A parish or school coordinator has the ability to assign additional learning paths to a family besides the one that is automatically assigned based on the current grade of the child. We will send out further instructions for how to do this through the Passport.
- **How will a family receive credit for learning paths they have already completed in previous years?** Our administrative team will be working on updating family records as parents create accounts on the Passport. They will answer a question when registering that alerts our team that an update is needed to their record. Please be advised that this update may take up to two months from the time that a family creates an account.
- **Do parishes or schools need to order any materials?** Yes. The only materials you need to request from our office are the supplemental materials for the 3rd grade learning

path, the *At-Home Family Retreat*. This consists of a Holy Family icon print and a prayer card. You may already have a supply of these items from last year, but if you need more, please let us know. You may choose to wait until your families have registered on the Passport so you can easily count the number of third graders, or you may request them now if needed.

We invite you to reply to this email with any questions, or if you would like to confirm that your location has an assigned coordinator. This communication will also be sent out through *The Way Family Passport* to ensure that all coordinators receive it.

This message was sent to all clergy, principals, directors of religious ed, and confirmation coordinators that we have on record. If someone at your school or parish needs to be added to this communication, please let us know!

Blessings in Christ,

Kristen Marquis

Associate Director

Office of Domestic Church & Discipleship



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One Family: RESTORED IN CHRIST - EQUIPPED FOR MISSION

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