



DIOCESE OF AMARILLO

Safe Environment Office

“INITIAL” PARISH/SCHOOL SAFE ENVIRONMENT REPORT **DUE ON OR BEFORE NOVEMBER 15TH**

MAIL TO: Safe Environment Office
Diocese of Amarillo
1800 North Spring Street
Amarillo, TX 79107

FROM: _____

Parish/School Name

Safe Environment Year 2016 – 2017

July 1st – November 15th

Number of minors (under 18) enrolled and attending programs; Kindergarten and above. (I)	Number of minors who <u>HAVE</u> received Safe Environment Training. (II)	Number of minors whose Parents “ <u>OPT-OUT</u> ” of Safe Environment Training. (Parents must sign the “Opt-Out” form and be provided with Diocesan age appropriate materials.) (III)	Number of minors who are enrolled in parish programs who <u>DID NOT</u> receive Safe Environment Training. (III) & (IV)

- (I) Minors, who enroll but do not attend, should not be listed as “enrolled” - only those who attend.
- (II) Fill out “*Initial Classroom Attendance Sheet - Training Received*” form.
- (III) Fill out “*Initial Classroom Attendance Sheet - Training Missed or Parent Opt-Out*” form.
- (IV) List the efforts being made to train those minors who missed, were absent, or registered after the initial Safe Environment Training:

(Please: Include “Classroom Attendance” sheets for each grade level; “Parent Opt-Out Forms” if applicable.)

As Pastor I recognize the following and will comply with same:

Safe Environment Education is mandated for every minor enrolled in parish/school programs. The bulk of this training should take place during the Month of October which has been designated by the Bishop of Amarillo as “Safe Environment Month” and reported to the Safe Environment Office on or before November 15th.

Should after November 15th there remain minors who did not receive classroom Safe Environment Training then follow-up training must be offered as needed throughout the catechetical year to ensure every minor receives classroom training or their parents formally opt-out in writing. If after reasonable efforts have been made, every parent whose child did not receive training must be provided with age appropriate materials and documented with minor’s name, grade, parents’ name, and the date. Every minor must be accounted for and documented. A “FOLLOW-UP Parish/School Safe Environment Report” must be submitted on or before March 15th.

Pastor’s Signature

Date



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INITIAL CLASSROOM ATTENDANCE SHEET – TRAINING RECEIVED

Due on or before November 15th

Parish/School

Grade

Only those children/minors listed below “WHO RECEIVED” Classroom Safe Environment Training.

Every child/minor enrolled in parish/school programs must undergo Safe Environment Training. Those children/minors who did not receive Classroom Safe Environment Training must be offered rescheduled Safe Environment Training or the parents signing the “Parent Opt-Out Form”. Those who did not receive training or their parents opted out must be accounted for on the **INITIAL CLASSROOM ATTENDANCE SHEET - TRAINING MISSED or PARENT OPT-OUT** form.

STUDENT FULL NAME (Training Received)	Date of Training	Initials of Trainer

Instructor (Print)

Signature

Date



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INITIAL CLASSROOM ATTENDANCE SHEET – TRAINING MISSED or PARENT OPT-OUT Due on or before November 15th

Parish/School

Grade

Only those children/minors listed below “WHO HAVE NOT RECEIVED” Classroom Safe Environment Training.

The below named children/minors have not received Safe Environment Training or the parents signed the “Parent Opt-Out Form” during the Safe Environment Month of October. Every child/minor enrolled in parish/school programs must undergo Safe Environment Training. (Once the training has been received then the **INITIAL CLASSROOM ATTENDANCE SHEET – SAFE ENVIRONMENT TRAINING RECEIVED** form should be filled out.)

STUDENT FULL NAME (Training Missed or Parent “Opt-Out”)	If Training Missed RESCHEDULE DATE	PARENT’S Full Name if they “OPT-OUT” (please print) <small>(Parents must sign the “Opt-Out” form and be provided with a copy of the Diocesan age appropriate Safe Environment Materials.)</small>

Instructor (Print)

Signature

Date