

# DIOCESE OF AMARILLO

## *Safe Environment Office*

### **“LATE” PARISH/SCHOOL SAFE ENVIRONMENT REPORT** **DUE ON OR BEFORE MAY 15TH**

MAIL TO: Safe Environment Office  
Diocese of Amarillo  
PO Box 5644  
Amarillo, TX 79117

FROM: \_\_\_\_\_  
Parish/School Name

**Safe Environment Year 2017 – 2018**

**March 16<sup>th</sup> – May 15<sup>th</sup>**

Number of minors who <u>HAVE RECEIVED</u> Safe Environment Training. List <b>only</b> those trained who missed initial & follow-up training sessions. (I)	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.) (II)	Number of minors who are enrolled in parish programs who <u>DID NOT</u> receive Safe Environment Training. (II) & (III)

- (I) Fill out “*Late Classroom Attendance Sheet - Training Received*” form.
- (II) Fill out “*Late Classroom Attendance Sheet - Training Missed or Parent Opt-Out*” form.
- (III) 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.)**

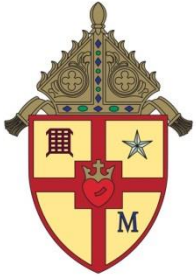
As Pastor I recognize the following and will comply with same:

Safe Environment Education is mandated for every minor enrolled in parish/school programs. The bulk of this training should have taken 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 15<sup>th</sup>.

After March 15<sup>th</sup> those remaining minors who did not receive classroom Safe Environment Training must then have received follow-up training as offered 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. This “LATE Parish/School Safe Environment Report” must be submitted on or before May 15<sup>th</sup>.

\_\_\_\_\_  
Pastor’s Signature

\_\_\_\_\_  
Date



# DIOCESE OF AMARILLO

## *Safe Environment Office*

### **TRAINING RECEIVED**

### **LATE CLASSROOM ATTENDANCE SHEET TRAINING RECEIVED**

**Due on or before May 15<sup>th</sup>**

Parish/School

Grade

**Only those children/minors listed below “WHO RECEIVED” Classroom Safe Environment Training AFTER the initial and follow-up training sessions**

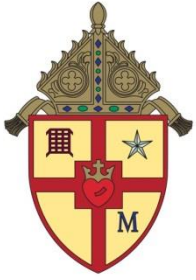
Every child/minor enrolled in parish/school programs must undergo Safe Environment Training. Those children/minors who did not receive Classroom Safe Environment Training must be offered rescheduled Safe Environment Training or the parents signing the “Parent Opt-Out Form”. Those who did not receive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

	<b>STUDENT FULL NAME (Training Received)</b>	<b>Date of Training</b>	<b>Initials of Trainer</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Instructor (Print)

Signature

Date



# DIOCESE OF AMARILLO

## *Safe Environment Office*

**TRAINING MISSED or PARENT OPT-OUT  
LATE CLASSROOM ATTENDANCE SHEET  
Due on or before May 15<sup>th</sup>**

\_\_\_\_\_

Parish/School

\_\_\_\_\_

Grade

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

Every child/minor enrolled in parish/school programs must undergo classroom Safe Environment Training. Unfortunately as a last resort and only after reasonable attempts at training have been offered by the parish/school, each of the below student’s parents were provided with copies of Diocesan Age Appropriate Safe Environment Materials.

	<b>STUDENT FULL NAME (Training Missed or Parent “Opt-Out”)</b>	<b>Materials provided to the parents</b>	<b>PARENT’S Full Name (please print)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

\_\_\_\_\_

Instructor (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date