



# 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  
PO Box 5644  
Amarillo, TX 79117

FROM: \_\_\_\_\_

Parish/School Name

**Safe Environment Year 2018 – 2019**

**July 1<sup>st</sup> – 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.)**

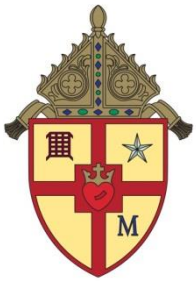
As Pastor I recognize the following and will comply with same:

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 15<sup>th</sup>.

Should after November 15<sup>th</sup> 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 15<sup>th</sup>.

\_\_\_\_\_  
Pastor’s Signature

\_\_\_\_\_  
Date



# DIOCESE OF AMARILLO

## *Safe Environment Office*

**TRAINING RECEIVED**  
**INITIAL CLASSROOM ATTENDANCE SHEET**  
**Due on or before November 15<sup>th</sup>**

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.

	<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  
INITIAL CLASSROOM ATTENDANCE SHEET  
Due on or before November 15<sup>th</sup>**

\_\_\_\_\_

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.)

	<b>STUDENT FULL NAME</b> (Training Missed or Parent “Opt-Out”)	If Training Missed <b>RESCHEDULE DATE</b>	<b>PARENT’S Full Name if they “OPT-OUT”</b> <b>(please print)</b> (Parents must sign the “Opt-Out” form and be provided with a copy of the Diocesan age appropriate Safe Environment Materials.)
1			
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3			
4			
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11			
12			
13			
14			
15			

\_\_\_\_\_

Instructor (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date