

**Diocese of Fort Wayne-South Bend**  
**SAFE ENVIRONMENT PROGRAM**  
**Training Report for Children & Youth**

**FORM 3**  
Diocesan created  
program

**Purpose: To document the teaching of annual safe environment training to all students in Catholic grade schools.**

Directions:

1. In the table, list all the sessions in which the training is presented to the children. Add rows if needed.
2. For each session, provide the date of the session, grade level of students, number of students present, number of students absent, number of students whose parents opted them out, the presenter's name. If parents train their children at home after being absent from the school session, enter them in the row for at home learning. Do not include them in the absent number for the in-person training at the school. This would double count the students.
3. Do not include other safety curriculum on this page.
4. Page 3, Line a – Enter the total the number of students who received the safe environment sessions either in person at school or if absent, at home by parents.
5. Line b – Enter the total the number of students who were absent and could not make up the session. (Note: for these students, send a copy of the material to the parents with a request that they review it with their child). If the parents return the form that they reviewed the material at home, then include these students in in the row for at home training.
6. Line c – Enter the number whose parents did not want them to attend (opt outs), if there were any. (Note: for these students, offer/send a copy of the material to the parents with a request that they review it with their child). Each parent must sign a **PARENT REFUSAL FORM**. Please keep all these forms on file.
7. Line d – Enter the number of students who left the school, enrolled after training or any other number necessary to make your total add correctly on the next line.
8. Line e -- Enter the total number of children enrolled in your school. Please make sure this number equals the sum of the four numbers above it!
9. Enter the data for the grade three assessments. Please make sure the number of grade three students matches the number in the table. For the average score, enter either the total number correct out of 6 possible (e.g. 4/6) or the percentage (e.g. 66.7%). For the range, use the number correct out of 6 or the percentage (e.g. 6/6 to 1/6 or 100% to 16%).
10. Enter the data for the grade six assessments. Please make sure the number of grade six students matches the number in the table. For the average score, enter either the total number correct out of 10 possible (e.g. 8/10) or the percentage (e.g. 80%). For the range, use the number correct out of 10 or the percentage (e.g. 10/10 to 6/10 OR 100% to 60%)
11. Please complete the information at the bottom of the page and review it with the pastor of the parish.
12. Return to:

Joe Garcia  
Safe Environment Program  
PO Box 390  
Fort Wayne, IN 46801

FAX: 260-483-1881



**Training Report for children enrolled in Catholic grade schools – Curriculum: Diocesan created program**

School name \_\_\_\_\_ City \_\_\_\_\_

School year – July 1, 2022 - June 30, 2023

Date(s) of session	Grade	Number trained	Number absent	Number opt-out	Presenter of material to students	Material presented (check box or boxes)								
						Swim-suit Lesson Pre-K-Gr. 1	Script PreS-Gr. 3	Script Gr. 4-5	Gr. 6 lesson	Gr. 7 lesson #1	Gr. 7 lesson #2	Gr. 8 lesson #1	Gr. 8 lesson #2	Gr. 8 lesson #3
	<b>Preschool-in person</b>													
	Preschool-at home		NA	NA										
	<b>K-in person</b>													
	K-at home		NA	NA										
	<b>1-in person</b>													
	1-at home		NA	NA										
	<b>2-in person</b>													
	2-at home		NA	NA										
	<b>3-in person</b>													
	3-at home		NA	NA										
	<b>4-in person</b>													
	4-at home		NA	NA										
	<b>5-in person</b>													
	5-at home		NA	NA										
	<b>6-in person</b>													
	6-at home		NA	NA										
	<b>7-in person</b>													
	7-at home		NA	NA										
	<b>8-in person</b>													
	8-at home		NA	NA										
	<b>TOTAL</b>													

- a) Total number of students who attended safe environment training sessions (in person and at home) \_\_\_\_\_
- b) Total number absent (from in person training and not trained at home) \_\_\_\_\_
- c) Total number of opt outs \_\_\_\_\_
- d) Other (please explain: \_\_\_\_\_) \_\_\_\_\_
- e) Total number of students enrolled (this should be the total of a – d) \_\_\_\_\_

**PARENT REFUSAL FORMS** are on file for every student opted out.      Yes   No   NA (circle one)

**Grade Three assessment**

- 1) Number of students who completed the assessment \_\_\_\_\_
- 2) Average score on the assessment for all grade 3 students \_\_\_\_\_
- 3) Range of scores (high to low) \_\_\_\_\_ to \_\_\_\_\_

**Grade Six assessment**

- 1) Number of students who completed the assessment \_\_\_\_\_
- 2) Average score on the assessment for all grade 6 students \_\_\_\_\_
- 3) Range of scores (high to low) \_\_\_\_\_ to \_\_\_\_\_

Form completed by: \_\_\_\_\_ telephone: \_\_\_\_\_  
 Position: \_\_\_\_\_ e mail: \_\_\_\_\_  
 Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I acknowledge the numbers above are accurate for my school. I also affirm that our parish has received the diocesan safe environment program and has implemented it as documented above.

Pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The pastor must sign this form before it is returned.*