<div style="border:1px solid">**FORM 3**</div>

Purpose: To document the teaching of annual safe environment training to all students in parish religious education programs.

Directions:

1. In the table, list all the sessions in which the *Safe Environment Script, The Swimsuit Lesson*, or *Boundaries (grade 6-8 material)* were presented to children using any of the three modalities.
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. Use "Parents" for the presenter's name with "at home". Mark box for material presented. Total the numbers of students present, students absent and number of opt outs at the bottom of the chart.
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 using all three modalities.
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 signed that they reviewed the material at home, then include these students in modality 3 total.   Keep all verification forms on file.
6. Line c – Enter the total number of students 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 program, 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 program. 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

DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

Training Report for children enrolled in parish religious education programs – Curriculum: <mark>Diocesan created program</mark>

Parish 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
	PreSchool in person													
	PreSchool at home													
	K - in person													
	K - at home													
	1 - in person													
	1 - at home													
	2 - in person													
	2 - at home													
	3 - in person													
	3 - at home													
	4 - in person													
	4 - at home													
	5 - in person													
	5 - at home													
	6 - in person													
	6 - at home													
	7- in person													
	7 - at home													

8 - in person													
8 - at home													
TOTAL													

a) Total number of students who attended safe environment training sessions   _____

b) Total number absent   _____

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: _____

DRE signature: _____ Date: _____

By signing below, I acknowledge the numbers above are accurate for my parish. 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.

Garcia – September 2022