Archdiocese of Seattle
Safe Environment Program

INSTRUCTIONS FOR REPORTING STUDENT PARTICIPATION
IN SAFE ENVIRONMENT TRAININGS

Attendance for children and youth must be recorded in SETA Net Database by May 31, 2013.

Please make sure you are _NOT_ logged in as an administrator.

Go to SETA Net Home Page:
- www.seattle.setanet.org
- Click on the link that is titled, "Children/Youth Attendance Records"

On Password Page:
- Enter "commitment"

On the Sign-in Page:
- Enter your Name
- Select the School or Parish for which you would like to enter information
- Select the program for which you would like to enter information:
    - *Talking About Touching 2013*
    - *Called to Protect for Youth 2013*
- Click "Continue"

On the Reporting Page, enter the numbers as requested:
- # of Children eligible for training
    - The number of children *required* in your school to attend training.
        - For *Talking About Touching*, that would be all students in Pre K – Grade 3.
        - For *Called to Protect for Youth*, that would be all students in Grade 7.
- # of Children who participated in training
    - The total number of all children who participated in safe environment training.
        - If a student was absent for part of the program but attended part, they are counted as having attended.
- # of Children who did not participate due to opt-out
    - The number of opt-out forms you have on file at the school for students who opted-out of the entire program.
- Date Training Completed
    - Both programs require multiple days to complete the curriculum. Please enter the date the entire curriculum was finished in the school.
- Contact information

- At the bottom there will be a total account of student participants. If these numbers do not equal one another, not every student is accounted for. Please explain in the box for each student why they are not included in the tally. For example:
    1) Enrolled in school after curriculum was completed
    2) Was absent for all three sessions of *Called to Protect for Youth*

Click "Save"
- If your information has been saved correctly, you will see "Update Successful" at the top of the screen in red.

If you have any questions or need assistance, please contact the Safe Environment Program at: sep@seattlearch.org or (206) 274-3188