May 9, 2014

Dear Principal,

Greetings in the Risen Lord!

As you know, each year we are audited by the Office of Child & Youth Protection of the USCCB. In order for the Archdiocese of Seattle to fulfill our audit obligations, all schools must submit a written verification form to confirm that all Safe Environment requirements have been met. In normal circumstances, this form is due into the Safe Environment Program by the end of May.

However, with the tax fraud investigation, this has been anything but a normal year! In light of the implementation of the new background check system, and the challenges that it has created in the schools, we are extending the deadline as late as we can this year.

All requirements must be met and <u>both forms</u> of verification completed by June 15, 2014.

Compliance of all Safe Environment requirements must be verified in two ways:

1) **A written verification form to confirm that all Safe Environment requirements have been met must be signed by the principal** and returned to by June 15, 2014.

2) **Student attendance numbers must be reported in the SETA Net Database for all student classes.** Each student must be accounted for to the USCCB. Therefore, please report the total number of students in the class, the number that participated and the number (if any) that opted-out. Attendance must be submitted by June 15, 2014.

The annual verification process is necessary in order to accurately report our Safe Environment information and complete the USCCB audit. We must have all the forms and data in by this date to ensure that we can meet the USCCB deadlines for the Archdiocese as a whole.

All required training, student attendance numbers and the signed verification form are due by June 15, 2014. Please call the Safe Environment office with any questions, (206) 274-3188 or email us at sep@seattlearch.org.

Thank you for everything you and your staff have done in this challenging time. You are truly appreciated!

Peace and Easter Blessings!

Shawna McMahon
Shawna McMahon
Safe Environment Program Coordinator

Archdiocese of Seattle
Safe Environment Program

VERIFICATION OF SAFE ENVIRONMENT COMPLIANCE

ELEMENTARY SCHOOLS: 2013-2014

This verifies that, _____ has satisfied all requirements of the Safe
_____(School Name)_____

Environment Program on or before June 15, 2014.

PLEASE INITIAL:

_____ All required Safe Environment curriculums have been completed in the school, including:

- *Talking About Touching* (Pre-Kindergarten through Grade 3) was completed on

  _____.
  _____(date)

- *Called to Protect for Youth* (Grade 7) was completed on _____.
  _____(date)

- An opt-out form has been signed by any parent who chose that their child not participate.

_____ All employees and all required volunteers have signed the *Safe Environment Church Personnel
Agreement Form.* This form is in their personnel/volunteer file.

_____ All employees and all required volunteers have a clear CICS or Trak-1 criminal background check
completed within the last three years. All necessary paperwork is in their personnel/volunteer file.

_____ All employees and all required volunteers have completed *Called to Protect for Ministries*
or the required online follow-up training. Training verification is in their personnel/volunteer file.

_____ *Called to Protect for Parents and Families* was offered to parents and community members on

_____ at _____.
_____(date)_____(location)

_____   _____
Signature, Principal   Date

_____
Printed name

_____   _____
Name of School   City

*Please send the signed original form to: Safe Environment Program 710 – 9th Avenue, Seattle, WA 98104
Forms must be completed in their entirety. Incomplete forms will not be accepted.*

FOR SEP OFFICE USE ONLY:

Date Rcvd: _____   Completed/Approved: _____   Attendance Numbers Verified - date:
_____

Date Entered: _____   Initials: _____

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 June 15, 2014.

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 2014*
    - *Called to Protect for Youth 2014*
- 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, please contact the Safe Environment Program at: sep@seattlearch.org or (206) 274-3188.