



DIOCESE OF
FORT WAYNE-SOUTH BEND
 SAFE ENVIRONMENT PROGRAM

Background Check & Safe Environment Training Report
 Parish/School (for use with complete Smartsheet)
 July 1, 2017 - June 30, 2018

FORM 1
For PARISH/SCHOOL
WITH SMARTSHEET

 PARISH/SCHOOL NAME CITY

Report for (check all that apply): School Parish Other: _____

For the school year July 1, 2017 – June 30, 2018, I have completed our **Smartsheet** as directed on the **Background Check Procedure** (pages 8-9). I understand that my individual **Smartsheet** is part of the Safe Environment Program Diocesan-wide Database and that it is important to keep it accurate.

I have listed all persons in the following groups who were active during this school year.

1. All educators – All teachers and assistant principals in our Catholic school (if applicable).
2. All parish & school employees including full-time and part-time employees.
3. All volunteers who have regular contact with minors as part of their volunteer service.
 (Note: All clergy, seminarians, head principals, CSO approved substitute teachers, Franciscan Friars Minor, and many college students are documented by the diocesan Safe Environment Coordinator and need not be on your smartsheet.)

 PARISH/SCHOOL SAFE ENVIORNMENT COORDINATOR SIGNATURE DATE

By signing below, I verify that I have confirmed with my parish/school safe environment coordinator that our **Smartsheet** is accurate as part of the Safe Environment Program Diocesan-wide Database. I also affirm that our parish and/or school has received the diocesan safe environment program and has implemented it per diocesan policy.

 PASTOR'S SIGNATURE (required for all parishes and grade schools) DATE

 PRINCIPAL'S SIGNATURE (required for all schools) DATE

Return completed FORM 1 by June 30, 2018 to: Cathie Cicchiello, Safe Environment Coordinator
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