

**Safe Environment Program  
CHANGE OF PARISH/SCHOOL FORM**

**(sending parish/school completes top section of form)**

Name (of person transferring): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Prior Parish/school Where Employed/Volunteered: \_\_\_\_\_

\_\_\_\_\_

Nature of Services at Prior Parish/school: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date last performed services at prior parish/school: \_\_\_\_\_

Date: \_\_\_\_\_ Signature (background screener): \_\_\_\_\_

**(send this form and a copy of the applicant checklist to the new parish/school)**

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**(receiving parish/school completes this section)**

Date of contact with prior parish/school: \_\_\_\_\_ Contact name: \_\_\_\_\_

Prior parish/school status and approval confirmed: \_\_\_\_\_

Copy of prior applicant checklist received on: \_\_\_\_\_ (attached)

Transfer Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (background screener): \_\_\_\_\_

**(receiving parish/school now completes all rescreening of background checks and  
other safe environment requirements as needed on this person)**