



Roman Catholic Diocese of Syracuse

Offices of Safe Environment & Child and Family Catechesis

2022 - 2023 Circles of Care Tally Sheet Directions

Safe Environment training for youth in our parish Catechetical Program is required for all grades per the *Charter for the Protection of Children and Young People* and the *Diocesan Child and Youth Protection Policy*.

Tally Sheets is due **by February 15, 2023**.

Some things to remember before filling out the Tally Sheet

Training information for each grade you are responsible for must be filled in, despite whether Safe Environment training was offered for that grade.

If there are specific grades that did not receive the Safe Environment lesson this calendar year, enter zeros for each question for that particular grade and the reason why in the question “Comments/Notes for (grade).”

For home-schooled students who receive all Catechesis instruction at home: **do not** count these students as trained due to the inability to verify training was completed. Instead, include these students in **Question 3. Total number of students absent on date of training in (Grade Level)**.

Question: *Total number of students enrolled in (grade level) equals the total of*

Question # 1: *Total number of students present for training in (grade level).*

+ **Question # 2:** *Total number of students opted out in (grade level).*

+ **Question # 3:** *Total number of students absent on date of training in (grade level).*

Questions # 1, 2, and 3 must equal Total number of students enrolled in (grade level).

Once the *Tally Sheet* is submitted, the Office of Safe Environment will send a confirmation email to you. A copy of your completed *Tally Sheet* will be emailed to you within the hour from the Office of Safe Environment. Print a copy for your records.

No subsequent information is necessary.

A reminder that if a parent requests that their child(ren) be exempted from participation in Safe Environment training, that request must be documented in writing by the parent using the Opt-out Form found on the Diocesan Website. Opt-out forms must be kept indefinitely by your parish.

Thank you for teaching our children and youth the steps of staying safe!

Tally sheet sections and questions

Section 2: Parish

- Select which parish you are reporting for.

Section 3: Second parish

- If a *second* parish is included in your Catechetical Program, you will enter this information in Section 3.

Section 4: Third parish

- If a *third* parish is included in your Catechetical Program, you will enter this information in Section 4.

Section 5: Information

- Name of person completing form
- Title/Role
- Primary email address
- Date

Section 6: Lowest/Highest Grades

- Lowest Catechetical Grade Level at the Parish
- Highest Catechetical Grade Level at the Parish

Sections 7: PRE-K Training Statistics

- Do you have training statistics to report for Pre-K?
 - If you click 'yes', this takes you to Section 8.

Section 8: PRE-K Training Statistics

~ Questions # 1, 2, and 3 must equal Total number of students enrolled in Pre-K.

- *Total number of students enrolled in Pre-K.* If none, enter zero.
- *1. Total number of students present for training in Pre-K.* If none, enter zero.
- *2. Total number of students opted out in Pre-K.* If none, enter zero.
 - * If a parent requests that their child(ren) be exempted from participation in Safe Environment training, that request must be documented in writing by the parent using the Opt-out form found on the Diocesan Website.
- *3. Total number of students absent on date of training in Pre-K.* If none, enter zero.
- *Comments/Notes for Pre-K*

The sections repeat for each grade until Section 35.

Section 35: *Additional comments*

Upon completion of the form, press ***Submit***.

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No subsequent information is necessary.

If you do not receive either of these emails or have questions about the *Tally Sheet*, feel free to contact the Office of Safe Environment for further assistance: 315.470.1421 or safeenvironment@syrдио.org.