



**Diocese of Springfield Cape-Girardeau
School Report of Completion 2017-18**

School _____ City _____

- 1) We present **2 short lessons** each school year to ensure that all children receive the training at least one time and to help the children retain the information. The number of children who received the training at least one time should be reported in the column **# of Children Trained**. Our goal is to offer the training on a date when all students are present.
- 2) If a student was enrolled in your school and was absent for **both** trainings, report that in the **# Absent** column.
- 3) If the parents refuse to have the material presented to their children, an **“OPT OUT”** form must be filled out and signed by parents and turned in with this form. The number of children opting out should be reported in **# Opting out**. Parents who opt out must first speak to the pastor or principal about their reasons for opting out.

Virtus Lesson 2 (copyright 2004-2017) part 1 and 2

Total # of Students Enrolled as of Feb. 1, 2018	# of students Trained	# Opting out	# Absent

(number trained + number opting out + number absent = Total # of students enrolled)

Name of Person filling out form (please print): _____

Position: (Please print) _____

Complete information below AND send your list of employees and volunteers.

I certify that all employees regardless of job description, as well as all volunteers who have regular contact with minors, have:

- 1) Received and signed the 2017-18 Code of Conduct (Appendix A1) either through their Virtus account online or with a paper copy. Paper copies are forwarded to the diocese.
- 2) Completed the Background Disclosure and Authorization (Appendix B2), and this form was faxed to: 888-820-6032, and the original has been filed permanently.
- 3) Attended the Virtus® Protecting God’s Children for Adults training.

I certify that the parish/mission has received and implemented the *Virtus: Touching Safety Program* ® for the 2017-2018 school year for all students, Kindergarten through 12th grade, enrolled in the school. In addition, parent education was offered.

Principal (Please print): _____ Pastor (Please print): _____

Principal Signature: _____ Pastor Signature: _____

Date: _____ Date: _____

Notes:

SCHOOL LIST OF EMPLOYEES & VOLUNTEERS

Parish/School Name:			City:		Audit Year:	
Last Name	First Name	Status <small>(Active/Inactive)</small>	Code of Conduct	Background Check	Virtus Training Date	Educator/Employee/ Volunteer