

RE Youth Safe Environment Lesson Provision

Reporting Options and Instructions

Option 1 – **FORM A** – DUE 2/28/26 (Please do not use previous year versions)

- Fill out the **FORM A** completely, have your pastor sign, and return to SafeEnvironment@archden.org (please note this new email for administrative and compliance emails)
- Catechist-led and Parent-led (home catechesis only) numbers can be reported together as one total on the same form.
- Form is also available at <https://archden.org/protection/site-administrator-resources/>.

Option 2 – Record training in VIRTUS (with Pastor notification) – DUE 2/28/26

- Log into [VIRTUS website](#)
- Children's Program Tab/Record Training (on left menu)
- Follow prompts to add new training record
- Please make sure to choose your parish as the location
- Please make sure to choose "Religious Education" as the "Parish/School Type".
- Please note that a separate entry is needed for each range of grades.
- Comments section should be used to indicate what plans to provide training for those children who were absent.
- **If you use this option, please notify the SafeEnvironment@archden.org once it is completed with the total numbers and INCLUDE YOUR PASTOR in the email.**
 - You can view the total numbers needed for this email using the "Summary Report" option on the Children's Program tab.
 - Totals can be sent using a screen shot or included in the email.
 - The key is that your pastor must be aware of this submission!