RE Youth Safe Environment Lesson Provision

Reporting Options and Instructions

Option 1 –FORM A– DUE 2/28/27 (Please do not use previous year versions)

- Fill out the **FORM A** completely, have your pastor sign, and return to SafeEnvironment@archden.org
- 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 2/28/27

- Log into VIRTUS website
- Choose Children's Program Tab/Record Training (on green 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".
- A separate entry is needed for each range of grades.
- Indicate in "Comments" the plans for providing material to those absent (material to parents, make up class, etc).
- **NOTE**: You must click "Record Training" on the 2nd page of the form for the data to be submitted.
- **REQUIRED: Email SafeEnvironment@archden.org and INCLUDE YOUR PASTOR to notify us of the online submission and include total numbers in the email.**
    - Totals can be seen in the "Summary Report" option on the Children's Program tab.
    - Totals can be sent using a screen shot or included in the email