



Diocese of Steubenville

Decree on Child Protection & Safe Environment

GUIDELINES FOR COMPLETING ANNUAL REPORTING FORM For the Instruction of Youth to Child Protection

In order to comply with the Decree on Child Protection and Safe Environment for the diocese, we must have all the information requested on the Annual Reporting Form.

- 1) Be sure to complete the top portion of the form (Parish, School, Address, etc.)
- 2) Four middle columns:
 - Insert number of students participating by grade.
 - Insert number of students absent by grade.
 - Insert number of students opting out by grade.
 - Insert number of students enrolled by grade (which is the total of the first three columns.)
 - Insert date of training by grade.
- 3) Insert totals of all 4 columns. The totals for the first three columns should equal the total in the Column 4 (Number of Students Enrolled.)
- 4) Sign and date the form.
- 5) Return to Office of Christian Formation and Schools by **November 15, 2017**.

Office of Christian Formation and Schools
Diocese of Steubenville
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P. O. Box 969
Steubenville, OH 43952