

# Circle of Grace Training Report

Due the end of December

Complete the Circle of Grace Training Report with the number of students by grade level in our schools, Religious Education and/or Youth Ministry programs.

- a. Column B -- List the number of students enrolled in each grade level;
- b. Column C -- List the number of students present.
- c. Column D -- List the number of students who opted out of the program; a signed opt out form for each student must be on file at the parish or school office each year for documentation. The opt out option should not be offered unless someone asks.
- d. Column E -- List the date the session was taught in Column E.

**NOTE:** Circle of Grace Classes are required of all parishes and all schools every year.

<b>Name of Parish/School:</b>		<u>(Insert name here)</u>		
<b>Name of Preparer:</b>		<u>Insert preparers name</u>		
<b>Schedule D</b>		<b>STUDENTS</b>		
		<b>SAFE ENVIRONMENT TRAINING</b>		
<b>Directions:</b>		<b>(CIRCLE OF GRACE)</b>		
Use the grade level whenever appropriate.				
If you have Confirmation classes or Youth Ministry which does not go by grade level, use that line.				
If you have other classes you may label it and put the numbers in.				
* Students who are listed as "opt out" must have a parental form on file each year for each student.				
<i>Safe Environment Training Classes are required every year!</i>				
Grade	Total Enrollment	Number of Students Present	Number of students who "OPT OUT" *	Date of Training
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Confirmation				
Youth Ministry				
<b>TOTALS</b>				
NOTE: For the number of students present, list the greatest number of students present at both sessions.				
This report is due to the Diocesan Office of Safe Environment the end of December each year.				