USCCB Annual Audit Reporting Form

VIRTUS® Catholic Safe Environment Program
Office for the Protection of Children and Vulnerable Adults

Required Information

School Name	Academic Year
School Principal	School Contact Person or Volunteer Coordinator
Contact Person's Phone Number	Contact Person's Email Address
Total # of Students Enrolled at School	Total # of Students Trained
# of Opt-Outs & Family Safety Sessions	Number of Make-Up Sessions (If Applicable)

Important Information:

1. Completed form must be submitted to the Office for the Protection of Children and Vulnerable Adults by June 30th annually. School administrators are advised to keep a copy of training records on-site for audit purposes.
2. Report ONLY students who are enrolled and in attendance on the date of training.
3. Students who do not attend the large group live training will need to attend a "make-up" session OR their parent/guardian will need to complete an "opt-out" form.
4. The Family Safety Session is to be completed at home as an alternative option for families who "opt-out" of the school presentation.

Form Completed by (Print Name):_____

Signature:_____ Date:_____

Diocese of San Jose's Office for the Protection of Children & Vulnerable Adults
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