

**Archdiocese of Indianapolis**  
**Circle of Grace Program Documentation Form**  
**For Parish Religious Education Programs**  
**Year: August, 2016 to May, 2017**

# \_\_\_\_\_ Name of Parish \_\_\_\_\_ City \_\_\_\_\_ Deanery \_\_\_\_\_

**Policy:** *The USCCB Charter for the Protection of Children and Young People and the policy of the Archdiocese of Indianapolis require all parishes and schools to provide safe environment training to all youth annually.* If any parents have concerns about their children's participation in the Circle of Grace program, they should discuss their concerns with parish or school administrators and make a written request if they wish to hold their students out of a particular lesson(s) during the course of the year.

**Documentation:** This form certifies that the learning objectives outlined in the *Circle of Grace Program* adopted by the Archdiocese of Indianapolis have been taught in parish faith formation programs *between August 1, 2016 and May 15, 2017.* **Submit this form when you complete COG implementation in your program OR by May 15 each year.**

**To submit this form electronically:** Follow these steps: 1) Download and Save it to your computer; 2) Fill in the data requested. 3) Save it again; 4) Attach the completed form to an email to [ccampbell@archindy.org](mailto:ccampbell@archindy.org).

**To Fax:** Print out the form, fill in data, and fax it to the Office of Human Resources Attn: Kristen Leffler at (317) 261-3389.

**The Table below** indicates the number of students who received Circle of Grace Training during the above academic year as well as the number of students *who were not trained* at the request of their parents or for other reasons.

**# of children/ youth enrolled in your 2016-2017 program.**

Level	#Enrolled/Available to be Trained	#Trained	#Not trained	#Opt-outs
K-4				
5-8				
9-12				
Total				

**Was Circle of Grace implemented at each level?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**IF NO:** What levels were missed? \_\_\_\_\_ Why? \_\_\_\_\_

How many children/youth were opt-outs at the request of their parents? \_\_\_\_\_ Letters on file: Yes \_\_\_ No \_\_\_

Were packets given to parents so they could teach content to their children? Yes \_\_\_\_\_ No \_\_\_\_\_

How many missed for other reasons? \_\_\_\_\_ List reasons \_\_\_\_\_

Comments: \_\_\_\_\_

Parent education was provided through: *(check all that apply)*

\_\_\_\_\_ Meeting presentation \_\_\_\_\_ Individual letters from teachers at specific grade levels \_\_\_\_\_

\_\_\_\_\_ Written communication/newsletter \_\_\_\_\_ Other (please list) \_\_\_\_\_

Submitted by: (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

Check One: \_\_\_\_\_ PARE \_\_\_\_\_ Other (specify ministry title) \_\_\_\_\_ Date \_\_\_\_\_

**(Revised and posted June, 2016)**