

## Secondary Schools: *Circle of Grace* - Recording the Training 2023-24

1. **Conduct lessons** no later than mid-December 2023. (*deadline changes to Fall in 2024-25*)
2. **Complete** *Circle of Grace* **Program Training Record** form below.
3. **Principal Collect** all *Teaching Safety* Program Training numbers and record them below.
4. **Scan** and email the forms back to [sep@seattlearch.org](mailto:sep@seattlearch.org) by December 31, 2023.

**Please print clearly:**

**Note:** Please include all opt-out requests when emailing this Recording Form to the Safe Environment Office.

School Name: \_\_\_\_\_

School Location (City): \_\_\_\_\_

Grade:	<b>High School - Ninth Grade</b>
Educator Name:	
Date Trained:	
Total Number of Children Enrolled:	
Number of Children Trained:	
Number of Children Opted Out:	
Number of Children Absent:	
Comments:	

Grade:	<b>High School - Tenth Grade</b>
Educator Name:	
Date Trained:	
Total Number of Children Enrolled:	
Number of Children Trained:	
Number of Children Opted Out:	
Number of Children Absent:	
Comments:	

***OPTIONAL FOR GRADES 11 & 12***

Grade:	<b>High School - Eleventh Grade</b>
Educator Name:	
Date Trained:	
Total Number of Children Enrolled:	
Number of Children Trained:	
Number of Children Opted Out:	
Number of Children Absent:	
Comments:	

Grade:	<b>High School - Twelfth Grade</b>
Educator Name:	
Date Trained:	
Total Number of Children Enrolled:	
Number of Children Trained:	
Number of Children Opted Out:	
Number of Children Absent:	
Comments:	