

School Self Audit Process and Instructions

The Erie Diocese will be undergoing an on-site audit for Child Protection Compliance in 2010. In preparation for this audit, we are asking all schools to complete this self-audit process to determine if there are any areas of compliance with which you may need assistance. If the school has need for help in any area of compliance, please do not hesitate to indicate this on the self-audit form.

Please submit the completed form online. You can download a blank form if you would like a working copy, but please submit your information through the online form. Please remember to save a copy of this form to your computer before you email it to the diocese (click on File, Save As).

Here are a few simple instructions that will help in filling out the form:

1. Use the **TAB** key to navigate through the document. Use the space bar or your mouse to mark the Yes or No answers. Just type any answers in the boxes as you would normally type.
2. Save a copy of this form to your computer before you email it to the diocese (click on File, Save As)
3. Once you have completed and saved the form, click on the **Submit by Email** button. You will receive an email confirmation once your completed form has arrived at the diocese.
4. This due date for this completed form is May 15th, 2009.

As always, if you have any questions or concerns, please contact Mrs. Karen Streett at kstreett@eriercd.org or 814-824-1222.