



# SACRED HEART SCHOOL

453 Spruce Street  
Norco, LA 70079

(985) 764-9958



Dear Applicant,

The Archdiocesan Safe Environment program requires that all adults who have regular contact with children and those who plan on attending field trips, during school events, and any overnight activity must have safe environment training. This involves the following:

**SAFE ENVIRONMENT TRAINING** This training will last approximately one hour and a half and will take place at a neighboring parish or school. (To be completed every 3 years) Training dates are posted on the Safe Environment website (see below).

**New Parents/Grandparents Registering for the Safe Environment Training Workshop**  
See instruction page attached.

**Parents Re-Registering for Safe Environment Training Workshop**

- \*Log on to [www.plusportals.com/sacredheartschool](http://www.plusportals.com/sacredheartschool)
- \*Scroll down to School Resources on the left side of the home page, to the right click View All
- \*Scroll down to Various Links: Safe Environment, etc., click on the blue link-Links for Portals.xlsx  
Find Register for Safe Environment, click here.
- \*Enter: User ID, Password, Login
- \*Once you are logged in you should see your name and address on the left side of the page.  
To the right of your name you will see Sign Up for a Workshop, click here.
- \*Choose the location you wish to attend, click on sign up. Once it states you are registered, click logout.

**AUSTIN COMPUTING SOLUTIONS** This process is to register with the Austin Computing Solutions data base which eliminates the need for duplicate training and screening in the event that you work or volunteer elsewhere in an archdiocesan facility. (To be updated whenever your information changes)

**BACKGROUND SCREENING** These screenings in churches, schools and other organizations keep predators away from children both because they scare off some predators and because they uncover past actions which should ban an adult from working or volunteering with children. Complete the attached form and return it to school with the required fee of **\$16.00 made payable to Sacred Heart School**. This will cover the cost of the background report. Because of its sensitivity, all information you provide will be kept in a secure place. (To be completed every 3 years)

**INSTRUCTIONS AND FORMS ARE ATTACHED OR CAN BE FOUND AT**  
[http://www.arch-no.org/safe\\_environment](http://www.arch-no.org/safe_environment)

Thank you for your involvement and dedication.

Sincerely,

Laura DeLaneuville  
Principal