

# Diocese of Orange

## Department of Special Religious Education Programming Forms

These forms may be adapted for your use. Please credit the work of the Diocese of Orange, distributed by the National Catholic Partnership on Disability.

For the most part, forms are to be used as working documents and need not be placed in the student file. In determining which forms should be part of the student file, care is taken to ensure that the child will not be permanently branded by negative evaluations. Student files are reviewed and culled periodically. Confidentiality is maintained through strict procedures.

### 1. Registration forms

**a. Inclusive Registration Forms: (from Diocese of Orange)**  
(Click to open in [Word](#) / [PDF](#))

Offers sample questions to be included in the registration form for all students in the religious education programs; offers permission to photograph; offers a statement to be signed by the parents as a legal safeguard in the event that a parish is unable to provide religious education services desired by the family. Along with the "Alternative Religious Education Program Guidelines," this statement applies to all students, not only those with special learning needs.

**b. Registration Form (from Diocese of Cincinnati)**  
(Click to open in [Word](#) / [PDF](#))

To be used with students with disabilities to record method of communication, medical information, skills, specific concerns.

**c. Registration Form, Parts I-III (from Archdiocese of Washington)**  
(In conversion)

Part I, to be filled out by parents or caregivers, solicits basic information; Part II, to be completed by teacher or instructor in day program notes student skill levels; Part III, filled out by the student's previous catechist records a cumulative record of student progress, materials used and concepts covered.

### 2. Individualized Religious Education Plan (IREP). ([Word](#) / [PDF](#))

A questionnaire which asks for detailed information on the student's medical needs, communication skills, learning styles, physical considerations, and emotional needs.

### 3. Alternative Religious Education Program Guidelines. (In conversion)

Guidelines for offering an alternative course of religious studies, such as a special class, a class at a neighboring parish, a tutorial situation or supervised home study. An alternative to inclusion in a regular program should be made only after careful evaluation and consultation with the family.

#### **4. Placement. ([Word](#) / [PDF](#))**

Records the placement agreed upon by the parents, inclusion coordinator, and catechist. Placement is to be reviewed annually or as otherwise indicated.

#### **5. Confidential Student File. ([Word](#) / [PDF](#))**

Is attached to the cover of the student's file. The requirement to sign in when accessing the file heightens awareness of the confidential nature of the information.

#### **6. Teaching Strategies. ([Word](#) / [PDF](#))**

Is used to record specific teaching tips for the catechist and/or aide.

#### **7. Permission for Classroom Observation. ([Word](#) / [PDF](#))**

Provides authorization to specified parish religious education personnel to observe the student in his or her daily classroom setting and speak with school personnel. The purpose is to gain information that will be helpful for the catechist in working with the student in the classroom.

#### **8. Release of Information. ([Word](#) / [PDF](#))**

Provides authorization for qualified parish religious education staff to access the student's school file. This would only be needed if significant questions remain after completion of the IREP process. Observe the rules of confidentiality.

#### **9. Volunteer Recruitment. ([Word](#) / [PDF](#))**

Provides sample bulletin announcements.

#### **10. Classroom Observation. ([Word](#) / [PDF](#))**

Is used to record empirical data as to what is actually taking place in the classroom. Since most volunteers are not professional teachers, note everything they are doing well. Be tactful in recording any observable difficulties.

#### **11. Classroom Team Interview. ([Word](#) / [PDF](#))**

Records the outcome of the interview following the classroom observation in order to provide positive support for classroom volunteers and additional tips and training, if needed.

### **12. Planning Meeting.**([Word](#) / [PDF](#))

Used to evaluate the year and provide information for the next catechist as to the strengths of the student and teaching methods that have been helpful.

### **13. Program Evaluation.**([Word](#) / [PDF](#))

Provides parents and guardians an opportunity to give in-put in regard to their child's religious education program.

### **14. Report of Behavioral Incident.(In conversion)**

This form can be furnished to all catechists, not only catechists of students with recognized special needs. It is used to document the parish religious education staff's response to a behavioral incident or emergency which required immediate intervention. The report should be filed in the student's file so that, in the event that questions are raised later in regard to the incident, a clear account is on file.

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