



OFFICE OF CATHOLIC SCHOOLS
DIOCESE OF GALLUP

503 W. HISTORIC HIGHWAY 66 • SUITE B

P.O. Box 1338 • Gallup, New Mexico 87305 • Telephone (505) 863-4406

February 14, 2022

Dear Principals,

Enclosed is the Master Report for your school based on what the Safe Environment Office (temporarily managed Cathy McCarthy and assisted by Anna Flores) has in the Virtus system as of February 12, 2022.

Here is what you need you to do with these lists:

1. Look over the list. If a person listed is not a current employee or volunteer of the school, but previously was employed by or volunteered at the school, please write **NO LONGER AT THIS LOCATION** next to his/her name and **CROSS OUT** the name.
2. If there is a person on the list who has never been an employee or volunteer at your school, please write **NEVER AT THIS LOCATION** next to the person's name and **CROSS OUT** the name. If you recognize the person as an employee or volunteer of the local parish, please write **PARISH** next to his/her name.
3. If there is someone who should be on your list and is not, please add him/her to your list. If this person should be on the school list as well as the list for the local parish, please write **SCHOOL/PARISH** next to the person's name.
4. Once you have completed the above, send the list back to Amanda and we will work to together to update the Virtus System here in the Chancery.

It is important that the list of employees and volunteers in Virtus matches **exactly with the list of employees and volunteers you provide as part of the annual compliance report**. First, for reasons of accountability of compliance with the USCCB Charter for the Protection of Children and Young People, and second, because the Diocese pays an annual fee for every person registered in the Virtus system- we should not be paying for people no longer working within the Diocese.

If there are any discrepancies between the Master List you submit to the Office of Catholic Schools, and the list of people registered to your location in the Virtus system, you will be hearing from me and Amanda so that we can reconcile the two lists.

There is a brief revision of the Compliance Evaluation Form to indicate if trainings were done online or in-person, and a new column for Youth Ministry if you have one.

You or your appointed SE manager have been granted access to the Virtus System of your school, ensure that everyone is up to date with all required trainings and bulletins.

******Important Reminder**** any/all employees or volunteers that do or may have unsupervised contact with minors on campus or at any school sponsored event on or off campus must be background cleared, have completed Virtus training annual requirements, and have signed the Diocese of Gallup Code of Ethics. The school must retain documents verifying the completion of each of these items on site for every employee and volunteer.**

Let us know if you have any questions or need any assistance.

Fr Isaac Nnanna Ogba

Superintendent