

## **Office of Human Resources and Safe Environment**

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### **USING THE ELECTRONIC VERSION OF THE SAFE ENVIRONMENT AUDIT PREP FORM**

To use the electronic version of the form...

1. Save the "2014-15\_Safe\_Environment\_Audit\_Prep\_Form.xlsx" to your computer, adding your parish & town to the file name (ie "2014-15 Safe Environment Audit Prep Form – St Ann's Turners Falls.xlsx") when you save it.
2. Open the audit prep form file in Excel.
3. If you have the information/data at your finger tips you can enter it right into the Excel spreadsheet; otherwise, I'd recommend you print out the worksheet and then collect the needed figures.
4. Fill in the requested info (parish name, prepared by, and the figures by grade, along with any explanation as to how you are going to address "planned follow up" issues) then save the changes to the file you saved to your computer.
5. Print a copy of the worksheet for your records.
6. Close out of the completed Excel file/workbook.
7. To send the completed file back to Brian Evers , create a new email to [Brian.Evers@rcda.org](mailto:Brian.Evers@rcda.org), and then attach the completed Excel file. Send the email with the attachment and you're done.