



Thank you for your interest in joining our family of staff, substitutes and volunteers!

Before we can set up a time for you to meet with our principal, we need you to complete the security protocol that is required by the Archdiocese of Indianapolis. This process is at no cost to you. It will involve taking an online training course and completing a background check. As soon as we have been notified by the agency that these two steps are complete, we will contact you to set up your meeting.

1. Please go to the following website: [archindysafeparish.org](http://archindysafeparish.org)
2. Click on "Register". Our passcode is archindy2021 . Click "Next".
3. Enter a parish location and select a role.
  - Enter **Indianapolis** under "City" and select **St. Lawrence Church and School** under Parish/Location.
  - Choose a role. If "volunteer" please write in which department you will be volunteering for such as school, parish, religious education etc.
  - If you will be working or volunteering at more than one parish – you can select "Add Parish/Location" to add another parish. Click "Next".
4. Follow the steps to enter your personal information and begin to take the course. It takes about 45 minutes to complete the online course.
5. After you complete the course, you will be asked to submit information for a background investigation.
6. Please contact me and let me know when you have completed the above steps. I will contact you when we have received notification from the investigating agency that your background check is complete. Thank you, in advance, for your patience with this process.

Again, thank you for your interest in joining our team and we look forward to working with you. If you have any questions about the process, please feel free to give me a call or send me an email.

Sincerely,

Mary Ellen Handley, Payroll and Tuition Manager  
[mhandley@saintlawrence.net](mailto:mhandley@saintlawrence.net) 317-546-4065, Extension 341

Mission Statement of Saint Lawrence Catholic School

Rooted in Catholic Values

Acknowledging diversity makes us stronger

Modeling Life Long Learning in academics and Spirituality

Saint Making

Learn  Serve  Grow  Connect

6950 East 46<sup>th</sup> Street, Indianapolis IN 46226 (317) 543-4923 Fax (317) 543-4929