



# Parent/Guardian/Staff Access Request for a Service Dog

Appendix A, AP-424 Service Dogs in School

Student/Staff Surname: \_\_\_\_\_ Student/Staff Given Name: \_\_\_\_\_

Name of School: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Student's Parent/Guardian Name: \_\_\_\_\_ Day Phone Number: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

Insurance Company/Coverage: \_\_\_\_\_

Reasons for Requesting Access for a Service Dog: \_\_\_\_\_

How do you see a Service Dog being of benefit? What needs do you see being met?  
\_\_\_\_\_  
\_\_\_\_\_

Length of time the student/staff member and Service Dog have worked together: \_\_\_\_\_

I/We acknowledge and understand that it is our responsibility to:

- 1) Provide the principal/supervisor with all required documentation, reports, certificates, including:
  - a) A letter from a physician confirming the individual's need for the use of a Service Dog in school is essential and directly related to the learning/working needs of the student/staff member.
  - b) Provide an up-to-date proof of vaccinations, licensing, insurance and liability coverage.
  - c) Provide documentation of Service Dog training and proof of certification by Assistance Dogs International.
- 2) Assume financial responsibility for the Service Dog's training, veterinary care, city/municipality license and other related costs.
- 3) Participate in a case conference meeting to inform the principal/supervisor of all relevant information that may affect the individual, other students, staff and/or visitors to the school.
- 4) Assist the principal/supervisor to communicate relevant information to the school community.
- 5) Work cooperatively with the school/division staff to make this accommodation a success.
- 6) Organize or cooperate with the school division to arrange appropriate transportation.
- 7) Provide the required equipment and dog care items.
- 8) Provide food, water and "bio-breaks" to the Service Dog as required and remove and dispose of animal waste in a safe and environmentally friendly manner.
- 9) Remove the dog immediately from the school should the Service Dog exhibit any unprovoked behaviours (i.e., growling, scratching, nipping, biting, etc.) until the plan is reevaluated to ensure the safety of staff, students and visitors.

\_\_\_\_\_  
*Name of Parent/Guardian/Staff Member*

\_\_\_\_\_  
*Signature of Parent/Guardian/Staff Member*

\_\_\_\_\_  
*Date*