

# Request for a Guide Dog / Service Animal as a Student Learning Accommodation

Successfully bringing a service animal into a school setting requires careful planning, clear communication, and the support of the whole school community. This guide outlines the process to help the Principal make the best decision for the student, the animal, and the school.

## 1. The Application Process

- **Submit Documentation:** The first step is to submit a complete application. The Principal cannot begin the review until all documents listed on the application form are received.
- **Record Keeping:** All documentation related to this request will be filed in the student's Ontario Student Record (OSR).
- **Apply Early:** The review and planning process takes time. We encourage you to begin the application as soon as possible.

**Important:** Please do not purchase or commit to a service animal assuming the request will be automatically approved. Wait for the official written decision from the Principal.

## 2. The Review Meeting

Once the Principal reviews the complete application, they will schedule a meeting to discuss the student's needs, current accommodations (including IEP review), and how the animal will help.

### Who attends this meeting?

- Parent/Guardian applicant and the student receiving the accommodation
- The School Team
- The Service Animal Trainer
- The Recommending Healthcare Professional

## 3. The Decision

The Principal is responsible for approving or denying the request. Notification will be provided in writing to the applicant.

## 4. Planning for Success & Safety

If approved, the school will create a detailed implementation plan that will address the animal's handling, training, and care needs while at school, as well as strategies for the animal to navigate the building, attend events, and interact safely with others. Parents/guardians will need to provide the equipment and resources required to transition the animal into the school.

## 5. Community Awareness

Introducing a service animal impacts everyone in the school.

- **Communication:** To ensure acceptance and understanding, the school will inform staff, students, and other stakeholders about the new practice.
- **Partnership:** You may be asked to help with information or orientation sessions. Working closely with the Principal is key to a smooth transition.

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**APPLICATION – To be completed by the Parent/Guardian or Adult Student and submitted to the School Principal.**

<b>School Name:</b>			
<b>Student Name:</b>		<b>Grade:</b>	
<b>Applicant Name: (Parent/Guardian)</b>		<b>Contact Number:</b>	

This is a formal request that permission be granted for the student named above to use a service dog in school and at school-related activities.

The applicant understands that it is their responsibility to:

- ✓ Collect and submit all required documentation to complete the application.
- ✓ Inform the Principal of all relevant information that may affect the student, other students and/or staff.
- ✓ Maintain financial responsibility for all costs related to training, grooming, and healthcare, and any costs related to supporting the guide dog/service animal in the school, including the provisioning of any required equipment (i.e. leash, harness, crate, mat) for school use.
- ✓ Transport or walk the dog to and from school.
- ✓ Work co-operatively with the school staff to support the application process and potential implementation of the accommodation successfully.

**A completed application must include this form, and all documentation listed:**

- The assessment report from a regulated healthcare professional confirming diagnosis of a disability and the recommendation for the use of a guide dog/service animal. A description of the services to be provided by the animal, and how these services will accommodate the student’s disability-related needs must be included.
- Any additional supporting documents describing the student’s disability-related needs, or other school-based needs that have not yet been provided to the school (psychological, functional behaviour occupational/physical therapy, orientation and/or mobility assessments).
- Copy of the guide dog’s/service animal’s registration with an accredited training centre.
  - Online accreditation/self-certification is not acceptable documentation.
- Copy of the current vaccination certificate for the animal, confirmed by a licensed veterinarian qualified to practice veterinary medicine in Ontario.
- Copy of a certificate or attestation from a licensed veterinarian qualified to practice veterinary medicine in Ontario confirming that the animal is an adult; specifying age and breed; confirming current health status to be free from diseases or illnesses that may pose



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a risk to humans; and confirming the animal is in good health to assist the student as a service animal.

- Copy of current municipal animal license (if applicable).
- Copy of certificate or attestation of training for Guide Dog / Service Animal [completed within the previous 6 months].
- Copy of certificate or attestation of training for the student Handler [completed within the previous 6 months].
- Copy of current (dated within 3 months) certificate of personal liability insurance or a letter from the registered charity which owns the dog attesting to their ownership and liability insurance coverage. Pursuant to *Dog Owners' Liability Act*, RSO 1990, c.D16, the owner of a dog is responsible for any injury or death caused by the dog.

### **Attestation of Applicant**

I confirm that I have read NCDSB Procedure APE022: *Student Use of Guide Dogs and Service Animals*, as well as this complete application package.

I understand my responsibilities and am providing all required documentation.

I give permission for this information to be shared with the school community as needed to fulfill the procedural requirements. I understand the student's personal health information will not be shared as part of this accommodation process.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **For School Use Only**

#### **Principal Attestation**

I confirm that I have received a completed application, including all required documentation.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice of Collection:** *Personal information on this application is collected pursuant to the Authority of the Education Act R.S.O., 1990, c.E.2 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56 and may be used as necessary for board operations, school programs, education services and student records.*