

Use of Service Animals in Schools

Appendix C – Principal’s Checklist for Guide Dog, Service Dog or Service Animal

School:
Grade:
Student Name:

Application Requirements for Guide Dog, Service Dog or Service Animal

- Assessment report with diagnosis and accommodation to be provided.
- Supporting documents (IEP, psychological, occupational therapy, physical therapy, functional behaviour, and/or orientation and mobility assessments).
- Copy of municipal license (within 12 months).
- Veterinary certificate (within 3 months).
- Certificate of training or attestation for Guide Dog, Service Dog or Service Animal (within 6 months).
- Certificate of training or attestation for Student Handler (within 6 months).
- Letter of confirmation that the trainer will present to the Catholic School Council.
- Certificate of insurance (within 3 months) or letter from the registered charity which owns the dog.
- Letter of inquiry with school staff and community using the school pursuant to permit regarding allergies, phobia/fear, or cultural sensitivity.
- Assessment by Health and Safety Officer.

Implementation Requirements

- Accommodation plan where there are competing rights (may include restriction of access to areas of school, change in classroom, etc.).
- Timetable identifying bio breaks, when accompanying student, when in crate.
- Emergency procedures (fire exit plan, lockdown plan, evacuation plan).
- Letter to parents that a Guide Dog, Service Dog or Service Animal will be accompanying student.
- Information session during a Catholic School Council meeting.
- Posting on school website and/or Facebook that a Guide Dog, Service Dog or Service Animal will be accompanying student.
- Signage for front door, gymnasium door and library door advising of a Guide Dog, Service Dog or Service Animal.
- Transportation plan (if required).
- Orientation for school staff and students.
- Training for staff member acting as Handler (if required).
- Identification of benchmarks for assessment of effectiveness (to be reviewed with IEP).