

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

See the following forms related to service/assistance animals and miniature horses:

- Exhibit A: Request for Service/Assistance Animal or Miniature Horse to Accompany Student on Campus and in District Facilities – 2 pages
- Exhibit B: Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities – 2 pages
- Exhibit C: Parent Notification of Service Animal on Campus – 1 page

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

EXHIBIT A

Northwest Independent School District

**REQUEST FOR SERVICE/ASSISTANCE ANIMAL OR MINIATURE HORSE  
TO ACCOMPANY STUDENT ON CAMPUS AND IN DISTRICT FACILITIES**

The completed form must be returned to the campus principal at least fifteen District business days prior to bringing the animal on campus.

<i>Student's Name:</i>		<i>Date:</i>	
<i>Campus:</i>		<i>Current Grade Level:</i>	
<i>Home Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Parent's Name:</i>		<i>Phone Number:</i>	

Student is requesting the use of a:  Service/Assistance Animal (dog)  Miniature Horse

Name of Animal: \_\_\_\_\_

Has the animal received vaccinations, that are current, as described at FBA(REGULATION)?

Yes  No

***Please attach copy of current vaccination record.***

Work or task the animal has been trained to perform for the student:

---



---



---



---

Does the student require an adult handler to accompany him or her to handle the animal?

Yes  No

If 'yes', then the parent must also complete and submit the Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities. [See FBA(REGULATION) EXHIBIT B]

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

<b>ACKNOWLEDGMENT:</b>	
<ul style="list-style-type: none"><li>• I have read and understand Northwest Independent School District's requirements for the presence of a service/assistance dog or miniature horse on campus or in any District facility. [See FBA(LEGAL) and FBA(REGULATION)]</li><li>• I understand that to ensure the safety and protection of students and staff, the administration may remove the service/assistance dog or miniature horse from the campus or District facility if the animal: 1) is not housebroken; 2) displays signs of being out of control and the animal's handler does not take effective action to control it; or 3) is a direct threat to the health or safety of others. [See FB(LEGAL), DIRECT THREAT]</li><li>• I understand that the District is not responsible for the care or supervision of the animal.</li><li>• I understand that I am liable for any harm, injury, or damage caused by the animal to other students, District employees, visitors, and/or property.</li></ul>	
<i>Signature of Parent/Guardian/Adult Student:</i>	<i>Date:</i>

**NOTE: If approved, this service animal request is valid until the end of the current school year. The request must be resubmitted prior to the start of each subsequent school year, whenever the student changes schools, or whenever a different service animal will be used.**

<b>For Office Use Only:</b>	
Current vaccination record: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<i>Principal Signature:</i>	<i>Date:</i>
<i>Executive Director of Student Services Signature:</i>	<i>Date:</i>

*Original: Executive Director of Student Services*  
*Copy: Parent/Guardian/Adult Student*  
*Campus Principal*  
*Assistant Superintendent for Facilities, Planning, and Construction*

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

EXHIBIT B

Northwest Independent School District

**REQUEST FOR ADULT HANDLER TO ACCOMPANY STUDENT AND SERVICE/ASSISTANCE  
ANIMAL OR MINIATURE HORSE ON CAMPUS AND IN DISTRICT FACILITIES**

The completed form must be returned to the campus principal at least fifteen District business days prior to bringing the animal on campus.

<i>Student's Name:</i>		<i>Date:</i>	
<i>Campus:</i>		<i>Current Grade Level:</i>	
<i>Home Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Parent's Name:</i>		<i>Phone Number:</i>	

**Complete the following portion ONLY if the adult handler is someone other than the student's parent.**

<i>Name:</i>	<i>Phone Number:</i>
<i>Home Address:</i>	<i>City: State: Zip:</i>

**ADULT HANDLER'S ACKNOWLEDGMENT:**

- I understand that before I may accompany \_\_\_\_\_ (*student's name*) on campus or in a facility to handle the animal, the District will pay to conduct a criminal history check on me.
- I understand that upon approval of this request, I will be required to comply with all campus visitor procedures.
- I understand that as the handler for \_\_\_\_\_'s (*student's name*) animal, I play a central role in the integration of the animal into the school setting.
- I understand that I am to adhere to all applicable District policies and regulations.

<i>Signature of Adult Handler:</i>	<i>Date:</i>
------------------------------------	--------------

**PARENT/GUARDIAN/ADULT STUDENT ACKNOWLEDGMENT:**

- I understand that \_\_\_\_\_ (*adult handler's name*) will not be permitted to accompany my child on any school campus or District facility prior to the completion of a criminal history check and final approval from the Superintendent.

<i>Signature of Parent/Guardian/Adult Student:</i>	<i>Date:</i>
--	--------------

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

**NOTE: If approved, this Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities is valid until the end of the current school year. The request must be resubmitted prior to the start of each subsequent school year, whenever the student changes schools, or whenever a different service animal is used or if there is a change in the person serving as the handler.**

<b>For Office Use Only:</b>	
Criminal History Check Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<i>Principal Signature:</i>	<i>Date:</i>
<i>Executive Director of Student Services Signature:</i>	<i>Date:</i>

*Original: Executive Director of Student Services*  
*Copy: Parent/Guardian/Adult Student*  
*Campus Principal*  
*Assistant Superintendent for Facilities, Planning, and Construction*

EQUAL EDUCATIONAL OPPORTUNITY:  
SERVICE ANIMALS

FBA (REGULATION)  
(EXHIBIT)

EXHIBIT C

Northwest Independent School District  
**Parent Notification of Service Animal on Campus**

<i>Campus Name:</i>	<i>Date:</i>
---------------------	--------------

Dear Parent/Guardian:

This letter is to inform you that there will be a service animal in our school assisting one of our students.

The service animal will be a:            dog                            miniature horse

This service animal is a trained companion for our student and is able to assist in many of the routine activities that may pose some challenges for this student. The child's right to have a service animal is protected under federal and state law.

Please take this opportunity to talk to your child about service animals and remind them that when service animals are at school, they are working and should not be disturbed. If your child is afraid of dogs or horses, be sure to explain to them that service animals are specially selected and trained to be calm, friendly and safe around people.

If you have any question, please call the campus at the number below.

Sincerely,

<i>Principal's Signature:</i>	<i>Campus Phone Number:</i>
-------------------------------	-----------------------------

*Copy to: Campus Counselor*