

Service Animal Process for Administrators

PARENT/ADULT STUDENT REQUEST

- Campus Administration notified of service animal request by parent (no less than 15 District business days prior to the proposed use of the service animal)

Is the student requesting the service animal:

- General Education?
 - Special Education?
 - 504?
- Campus Administration notifies the appropriate staff member (Campus 504 Coordinator or Team Lead) of the request and that staff member takes the lead on the following steps.

DOCUMENTATION GATHERED

- FBA(EXHIBIT A)
 - Vaccination record attached when turned in by parent
- FBA(EXHIBIT B), if applicable

SST/ARD/504 STAFFING

- Hold a staffing to decide if the service animal is necessary for FAPE [See FBA(REGULATION)]
- If an initial 504/SPED student, follow all procedures for initial evaluation
- Create a plan to integrate the service animal [See FBA(EXHIBIT C)]

SST/ARD/504 MEETING

- Hold a meeting with parent/guardian to finalize the plan
- Add any accommodations needed to execute the plan
- If committee is in agreement, parent/guardian and campus administrator sign Service Animal Integration Plan [See FBA(EXHIBIT C)]
- Document deliberations during the 504/ARD meeting

FINAL STEPS

- Ensure all documentation is in eSPED/e504 and has been archived
- Principal completes the section titled, "For Office Use Only" on [FBA(EXHIBIT A)]
- Provide all copies of documents to parent/guardian
- Add calendar entry for 504 campus coordinator and 504 District coordinator for the first week of August of the next school year to remind personnel to follow-up and gather documentation

*These forms need to be resubmitted at the beginning of each school year that the service animal will be utilized.