



REQUEST TO USE SERVICE ANIMALS IN SCHOOLS

A service animal is “an animal that is individually trained to do work or perform tasks for a person with a disability.”

This request shall be submitted to the Superintendent of Schools (or designee) for approval each school year and/or whenever the handler wishes to use different service animals with at least one week in advance.

Name of Employee Handler: OR Name of Volunteer Handler AND Responsible Employee:

Date of Request:

Handler Address:

Handler Phone Number:

Handler Email:

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Name of Service Animal:

School where the Service Animal will be used:

Name and Contact information of Veterinarian

1. Is the animal a service animal required because of a disability?

Yes

No

2. What work or task has the animal been trained to perform?

Absent training to perform a specific task or specific work related to the individual's disability, the animal is not a service animal.

Based on the criteria above, an individual and his/her service animal will be allowed into the school or areas where the public are able to go, including the cafeteria, classrooms, and the playground.

The handler must agree to the following

- I agree to keep the animal harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
- I agree to maintain control of the animal through voice, signal, or other effective controls.
I agree that the service animal is housebroken.
- I agree the service animal is up to date on all required vaccinations (for dogs: canine parvovirus, distemper, canine hepatitis, and rabies)
- I understand that if the animal, through its behavior, is disruptive to the school's operations, the school may request its removal.

Handler's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Superintendent's (or designee) Signature: _____

Date: _____