

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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**CHECKLIST FOR SERVICE ANIMALS ON SCHOOL PREMISES**

Student Requesting Use of Service Animal: _____

Type of Service Animal: _____ Date Requested: _____

This Checklist is intended for use by the Assistant Superintendent of Educational Services and other Administrators to:

- Ensure the needs of a student with disabilities, or other person with disabilities are reasonably accommodated consistent with federal and Illinois law,
- Ensure that the legitimate safety interests of staff and students are met,
- Inform their individual building staff of these guidelines when service animals are present in their individual buildings, and
- Request that staff members inform a building administrator if they observe a service animal that is not meeting any of the listed guidelines.

For each step in this process, legal citations and guidelines are noted to assist in gathering the required information.

STEP 1: Service Animal Accommodation Request Form Submitted to Assistant Superintendent of Educational Services**STEP 2: Animal is Individually Trained to Perform Work / Tasks for the Benefit of a Student with a Disability**

A service animal must perform work or an individualized task(s) for the benefit of a student with a disability. When it is not obvious what service the service animal provides, only the following questions may be asked:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Document whether the service animal is required because of the student's disability and what work or tasks the service animal has been trained to perform. Identify the individualized tasks (see guidelines below in legal reference box).

- The animal is *individually trained* to perform tasks for the benefit of a student with disabilities. The individualized tasks are as follows:

STEP 3: Rabies Vaccination(s) & Registration/Licensure

A service animal must have a current rabies vaccination and tag for the safety interests of all individuals in the school environment.

NOTE: School officials must always assume that the service animal is properly licensed or certified as a service animal

- The service animal has a current rabies vaccination tag.**
- The service animal is registered or licensed if required by local law.**

STEP 4: Service Animal under Control and Housebroken

- The service animal is under the control of the handler and is housebroken.
- The parent/guardian is required to provide the handler, but the school shall reasonably accommodate the needs of the handler in the school environment.

STEP 5: Adult Handler Information & Background

The service animal's adult handler must not be a person who is a "sex offender," as defined by the *Sex Offender Registration Act*, or a "violent offender against youth," as defined in the *Murderer and Violent Offender Against Youth Registration Act*. The service animal's adult handler must present a current criminal background check prior to taking on handler responsibilities in the school environment.

- If an adult handler is required, the adult handler may lawfully: (1) be on school property, and (2) have contact with children:

Name and contact information for the adult handler:

STEP 6: Notifications

- The Assistant Superintendent of Educational Services and the Building Principal must notify the staff in the building of the following information:
- There will be a service animal in use by a student in the building, and if there will be an adult handler accompanying the student and service animal.
 - If they see the animal out of the control of the student/adult handler or expelling bodily fluids or solids they should inform the Building Principal immediately.
 - Students or staff with allergens to the service animal should be brought to the attention of the Building Principal immediately.
 - It is against the law to take the service animal away from a student with a disability.
 - How the animal's basic needs will be met during the school day.

STEP 7: School Nurse Notification

- The Assistant Superintendent of Educational Services and the Building Principal must notify the School Nurse that a service animal will be present in the building, and that if any concerns arise as to the student or adult handler, the service animal, or other students to notify the Building Principal immediately.

STEP 8: Verification of Need and Safeguards

- The Assistant Superintendent of Educational Services has ensured that this information is noted in the student's IEP or 504 Plan.

STEP 9: Superintendent's Final Approval

- The Superintendent has reviewed this information with the Board's Attorney and the District's Insurance Carrier.

Signature of Assistant Superintendent of Educational Services

Date

Documents Attached:

- Service Animal Accommodation Request Form
- Proof that the service animal is individually trained (see Step 2)
- Proof that the service animal has rabies vaccinations
- Verification that the service animal is housebroken
- E-mail notifying staff and nurse
- Verification that the service animal handler is safe to be in schools
- Verification from Board's Insurance Carrier