Alexandria City Public Schools (ACPS)
Service Animal Entry Guide for Volunteers

This guide outlines what volunteers must do before bringing a service animal into any ACPS building, in compliance with the Americans with Disabilities Act (ADA), Virginia Code §51.5-44, and ACPS policy.

Before Bringing a Service Animal

Volunteers must submit a written request to the school principal or administrator describing their need for a service animal and the tasks it performs. They must also provide an annual veterinary health certificate, proof of current vaccinations, and verification that the animal is fully trained to perform specific tasks related to the disability.

1. Identification & Control

The animal must wear an identifying harness, vest, or blaze orange leash (as applicable), remain under the handler's control at all times, be housebroken, and not be disruptive or aggressive.

2. Health, Hygiene & Safety

Handlers are responsible for feeding, relief, and clean-up for the service animal. They must carry clean-up supplies, keep the animal healthy, and prevent others from distracting or petting the animal.

3. Administrative Review

Before entry, the principal or designee must review all documentation and confirm logistics (entry/exit, relief area, and emergency procedures). No service animal may enter or remain on school property until approval is granted.

4. During School Visits

The service animal must remain by the handler's side, avoid congested areas, follow staff directions during emergencies, and any issues must be reported immediately to school administration.

5. Conditions for Removal or Denial

A service animal may be removed if it is out of control, not housebroken, poses a safety threat, disrupts school activities, or lacks required documentation.

Volunteer Checklist

Requirement	Description	✔
Written Request	Description of service & trained tasks	
Veterinary Health Certificate	Annual record on file	
Proof of Vaccinations	Rabies, etc.	
Identification Equipment	Harness, vest, or blaze orange leash	
Administrative Review	Confirmed by principal/designee	
Cleanup Supplies	Carried by handler	