



**REQUEST FOR A SERVICE DOG**  
(Form 255-1)

Name of Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Name(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1. Outline the reasons for the service dog request:

a. Benefits of the service dog attending school with the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Description of the service dog's activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Duration of the support:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Length of time the student and service dog have worked together:

\_\_\_\_\_

3. I/We understand it is our responsibility to:
  - a. Provide the principal with all required documentation, reports and certificates in a timely manner including:
    - i. physician letter confirming need for a service dog;
    - ii. copy of Service Animal/Dog Team Identification Card;
    - iii. up-to-date proof of vaccinations, licensing and insurance; and
    - iv. work with the school administrator to train school staff, bus driver(s) and students;
  - b. Assume financial responsibility for the service dog's training, veterinary care, city license and other related costs;
  - c. Participate in a school case conference to inform the principal of all relevant information that may affect our child, other students, staff and visitors to the school;
  - d. Assist the principal to communicate relevant information to the school community;
  - e. Work co-operatively with the school staff to ensure the accommodation of the service dog is successful;
  - f. Work with the Student Transportation department, if necessary, to ensure successful transportation of our child and the service dog to and from school every day;
  - g. Provide the required equipment and animal care items;
  - h. Provide food, water and bio-breaks to the service dog as required; and
  - i. Remove and dispose of animal waste in a safe and environmentally friendly manner.
4. I/We understand if the service dog exhibits any unprovoked behaviours (such as growling, scratching, nipping, or biting) at school it will be removed until the plan is re-evaluated to ensure the safety of staff, students and visitors.
5. I/We give permission for this information to be shared with the school community and agree to the notification of students through letters (Forms 255-2 and 255-3).
6. I/We understand the principal shall preserve the confidentiality of all information received and shall not disclose the information except as provided for in the Freedom of Information and Protection of Privacy Act, the School Act or as otherwise required by law. The principal shall use and disclose information with Division personnel as may be required for the performance of their duties including sharing information concerning the service dog with the school community.
7. I/We acknowledge having received and read [Administrative Procedure 255, Animals at the Worksite](#). We agree to the above conditions.

Parent(s)/guardian(s) signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

<b>For Office Use Only</b>			
Request for Certified Service Animals:	Approved:	_____	Denied: _____
Principal signature:	_____		
Date:	_____		