
SERVICE DOGS FOR STUDENTS WITH DIVERSE NEEDS PRINCIPAL CHECKLIST

This checklist is to assist the Principal in preparing for a Service Animal to accompany a student at school.

- _____ Parents have requested permission in writing and included reasons, descriptions of activity and duration of intervention.
- _____ Parents have provided a letter from a member of the College of Physicians and Surgeons confirming the diagnosis as well as the recommendation of the Service Animal.
- _____ Copies of the parent request and the medical diagnosis have been placed in the Student Cumulative File.
- _____ The parents have been informed that the provision of the Service Animal is the financial responsibility of the parent.
- _____ The parent has been informed that the maintenance of the Service Animal, including bio break, clean-up and other care, as required, is the responsibility of the parent or mutually agreed upon arrangements.
- _____ The parent has met with the Principal to discuss the potential impact of the Service Animal on the school community.
- _____ The Principal has consulted with the Superintendent prior to granting permission.
- _____ The Principal has communicated with the school community to ensure that parents know a Service Animal will be present in the school.
- _____ A specific letter has been sent to the parents of students who will be in any of the classes that the animal will possibly be present in case of allergies, anxieties or other concerns.
- _____ Parents have provided evidence of adequate insurance.

Approved: November 4, 2015
Amended: March 21, 2018; July 1, 2018