

Appendix C

Administrator Checklist for Guide Dog/Service Animal into a School Environment

The Durham District School Board (DDSB) provides individualized accommodation to students with disabilities to enable them to have meaningful access to education services in a manner that respects their dignity, maximizes integration and facilitates the development of independence.

This Administrative Procedure identifies the individualized process to be followed when a parent/guardian or adult student applies to the DDSB to have a Guide Dog, Service Dog or Service Animal accompany the student while the student is attending school or a school-related event. This checklist is provided to guide Administrators in the considerations of accommodation related to request for Service Dog/Guide Dog/Service Animal and serves as a tool to document thorough process of consultation and considerations.

<i>Task</i>	<i>Date Completed</i>
Application Requirements	
Advise the person making the request that the Durham District School Board has a procedure to follow and that it must engage in the procedure to determine how it can accommodate the service animal in the school.	
Provide the person with the Durham District School Board service animal information and application package	
Inform the Superintendent of Inclusive Student Services, the Family of Schools Superintendent, and the Inclusive Student Services System Lead of the request. (email)	
Receive completed request package (Appendix A or Appendix B): ☐ Assessment report with medical information and accommodation to be provided ☐ Supporting documents (IEP, psychological, occupational therapy, physical therapy, functional behaviour, and/or orientation and mobility assessments) ☐ Copy of municipal license [within 12 months] ☐ Veterinary certificate [within 3 months] ☐ Certificate of training or attestation for Guide Dog / Service Dog [within 6 months] ☐ Certificate of training or attestation for student Handler [within 6 months] ☐ Letter of confirmation that the trainer will present to School Council	

☐ Certificate of insurance [within 3 months] or Letter from the registered charity which owns the dog	
☐ Letter of inquiry with school staff and community (Appendix E: Sample Letters – Sample Letter to Parents/Guardians in the School Community Regarding Admittance of a Service Dog/Service Animal)	
Convene a care conference/accommodation consultation with any or all of the following in attendance: • Person making the service animal request • Classroom teacher(s) • SERT • Inclusive Student Services Instructional Facilitator • Educational Assistant(s) who will work with the animal Representative from the animal training centre, if any • Note: Inclusive Student Services System Lead may also be invited	
Review the request with respect to its consistency with the IEP and /or recommendations from the IPRC.	
Consultation Phase	
Inform Inclusive Student Services System Lead, Superintendent of Education Inclusive Student Services and System Lead with c: Family of Schools Superintendent.	
Contact DDSB Health and Safety Manager for assessment	
If applicable, inform appropriate bus Durham Student Transportation Services contact that a request has been made and receive their input, where the person requires bus transportation.	
Distribute letters to: School Community, classroom, peers with shared transportation with Guide Dog/Service Animal (Appendix E: Sample Letters – Sample Letter to Parents/Guardians/Staff and Community Partners Operating Inside the School Regarding the Admittance of a Guide Dog/Service Dog into the School Community)	
Decision Making	
Following thorough consultation, decision is made re: approval or denying request at this time. Inform requester in writing (Appendix E)	
If approved, please continue to “Implementation Requirements” If denied: <i>Where it is determined that the school cannot accommodate the service animal at this time, document reasons/options explored, advise the person making the request and seek to provide other resources or supports to enable the person with disabilities to access the school and the school’s services (where applicable).</i>	

Implementation Requirements	
Meet with the person making the service animal request to inform them of the information you have received, and to review the implementation and accommodation plan, including the fire and emergency exit plans.	
Update fire and emergency exit plans (including notification to local Fire Prevention Officer per Procedure: Emergency Evacuation Procedures for Individuals Requiring Specialized Assistance	
Request DDSB standardized Guide Dog/Service Animal signage through Inclusive Student Services Superintendent's office.	
Provide update to the Superintendent of Education Inclusive Student Services, Inclusive Student Services System Lead, the Family of Schools Superintendent of Inclusive Student Services and the Inclusive Student Services System Lead of your actions.	
Develop a communication strategy to inform students, staff, community and relevant employee representatives using the template letters provided. (Appendix E: Sample Letters)	
Orientation for school staff and students: Provide training (staff, students and SCC) on how to interact with a service animal and with a person with a service animal.	
Post DDSB standardized signage on the entrance doors and at any other places to advise visitors of the service animal's presence.	
File relevant documentation and correspondence in the documentation file of the student's OSR.	
Annual Requirements	
Review the Request for a Service Animal Involvement (see Appendix A) annually and in the first 30 days of each new school year.	
The use of the service animal will be reviewed annually (within the first 30 school days of each school year) or as deemed necessary by the school administration or the student's parent/guardian or the person with the service animal.	