

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: REQUEST FOR A CERTIFIED
SERVICE ANIMAL**

<i>EXHIBIT CODE:</i>	<i>630 E 001</i>
Policy Reference: 630 – Service and Education Assistance Animals in Schools	Procedure Code Reference: 630 P 001– Service and Education Assistance Animals in Schools

EXHIBIT

See below for request form.

REFERENCES

Alberta Education – School Act
Freedom of Information and Protection of Privacy Act

Approved: October 23, 2018

Revised: _____

REQUEST FOR A CERTIFIED SERVICE ANIMAL

Name of Student: _____ D.O.B. _____

Address: _____

School: _____

Name(s) of Parent(s)/Guardian(s): _____

Telephone Number: _____

1. Reason for a Certified Service Animal:

2. Length of time the student and Certified Service Animal have worked together:

3. I/We understand that it is our responsibility to:

3.1 Provide the principal with all required documentation, reports and certificates in a timely manner including:

- 3.1.1 Physician's letter confirming the need for a service animal for this student;
Copy of Service Animal Team Identification Card;
- 3.1.2 Up-to-date proof of all vaccinations, licensing and insurance requirements;
- 3.1.3 Proof of required liability insurance.

3.2 Work with the school principal to train school staff, bus driver(s) and students as requested;

3.3 Assume financial responsibility for the Certified Service Animal's training, veterinary care, city license and other related costs;

3.4 Participate in a school case conference to inform the school principal of all relevant information that may affect our child, other students, staff, and visitors to the school;

3.5 Assist the principal, when requested, to communicate relevant information to the school community;

3.6 Work cooperatively with the school staff to ensure the accommodation of the Certified Service Animal is successful;

- 3.7 Work with the Transportation Coordinator or other related staff, when requested, to ensure successful transportation of our child and the Certified Service Animal to and from school each day;
- 3.8 Provide the required equipment and animal care items;
- 3.9 Provide adequate food, water and bio-breaks to the Certified Service Animal as required; and
- 3.10 Properly remove and dispose of animal waste in a safe and environmentally friendly manner.
- 4. I/We understand that if the Certified Service Animal exhibits any unprovoked behaviours such as growling, scratching, nipping, biting, etc. at school, I/we are required to remove it from the school immediately. I/We understand that the Certified Service Animal will not be permitted back at school until the plan is re-evaluated to ensure the safety of staff, students and visitors.
- 5. I/We give permission for required information to be shared with the school community and agree to the notification of students through letters and other school correspondence as determined by the school principal.
- 6. I/We understand that the principal shall preserve the confidentiality of information received and shall not disclose 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 Board personnel as may be required for the performance of their duties including sharing information concerning the Certified Service Animal with the school community.
- 7. I/We acknowledge having received and read Policy 630 - Service and Education Assistance Animals in School and the related Administrative Procedures.

Signature of Parent(s)/Guardian(s):

Date:

Date:

For Office Use Only:

Request for Certified Service Animal:

Approved

Denied

Signature of Principal:

Date:
