

*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 AN  
EDUCATION ASSISTANCE ANIMAL**

<i>EXHIBIT CODE:</i>	<i>630 E 002</i>
<b>Policy Reference:</b> 630 – Service and Education Assistance Animals in Schools	<b>Procedure Code Reference:</b> 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 1, 2018

**Revised:** \_\_\_\_\_



**REQUEST FOR AN EDUCATION ASSISTANCE ANIMAL**

Name: \_\_\_\_\_

Organization, if applicable: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Reason for an Education Assistance Animal (EAA):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. I/We understand that it is our responsibility to:
  - 1.1 Provide the principal with all required documentation, reports and certificates in a time manner including:
    - 1.1.1 Copy of documentation that the EAA is a certified therapy animal;
    - 1.1.2 Up-to-date proof of all vaccinations, licensing and insurance requirements;
    - 1.1.3 Proof of required general liability insurance;
  - 1.2 Assume financial responsibility for the EAA’s use, care, training, veterinary care, city license, and other related costs;
  - 1.3 Ensure the EAA is in good health;
  - 1.4 Provide for the care of the EAA, including any required equipment or animal care items, provision of food and water, the need for “bio-breaks”, and proper disposal of animal waste in a safe and environmentally friendly manner;
  - 1.5 Provide the school with signage (generally provided by the EAA organization) alerting visitors or emergency service providers to the EAA’s presence;
  - 1.6 Indicate who will accompany and handle the EAA both inside and outside the school and what arrangements have been made with regard to alternate handlers when necessary;





- 1.7 Ensure the EAA is appropriately leashed, caged, or harnessed while on school property; and
- 1.8 Work cooperatively with the school staff to ensure the accommodation of the EAA is successful.
  
- 2. I/We understand that if the EAA 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 EAA will not be permitted back at school until the plan is re-evaluated to ensure the safety of staff, students and visitors.
- 3. 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.
- 4. 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 EAA with the school community.
- 5. I/We acknowledge having received and read Policy 630 - Service and Education Assistance Animals in School and related Administrative Procedures.

Signature(s):

Date:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_

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For Office Use Only:

Request for Education Assistance Animal:    Approved                          Denied   

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

