

Appendix B -Administrator Checklist

Use of Service Dogs for Students with Special Needs

- Parents have requested permission in writing and included reasons, descriptions of activity and duration of the intervention.
- Parents have provided a letter from a physician confirming the diagnosis as well as a recommendation for the use of a Service Dog.
- Copies of the parent letter and the medical diagnosis have been placed in the student's cumulative file.
- The parent has been informed that the provision of the certified Service Dog is the financial responsibility of the parent.
- The parent has been informed that the care of the Service Dog, including bio-breaks, as required, is the responsibility of the parent.
- The administrator has met with the parent to discuss the potential impact of the request on the school community.
- The administrator has consulted with the Assistant Superintendent of Student Services prior to granting permission.
- The administrator has communicated with the school community to ensure that parents know that a dog 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 where the dog will possibly be present in case of allergies, anxieties or other concerns
- Parents have provided evidence of adequate insurance.