SERVICE DOG APPLICATION FORM

Submit the following to the school principal when applying to have a Service Dog accompany a child to school on a regular basis as a support.

School: _____

Student Name: _____

Parent/Guardian Name: _____

In order to assist_____(students' name) to be successful at school we are requesting that he/she be accompanied at school by a Service Dog.

Terms and Conditions:

Preliminary Meeting

1. Parent(s)/guardian(s) will speak with the school principal about the possibility of using a Service Dog to support their child at school.

    a. They will discuss with the school principal existing and additional interventions that can be used to effectively support the student at school without a Service Dog.
    b. Discuss the responsibilities for parent(s)/guardian(s) related to the introduction of a Service Dog at school.

Formal Application

2. To officially apply for the use of a Service Dog at school the parent/guardian will submit three completed documents to the school principal:

    a. The Service Dog Application Form – completed and signed by parents/guardians.

    b. The official NWSD Medical Certificate - completed and signed by a physician.

    c. Proof of the Service Dog's Accreditation - Certification documents to indicate that you have been provided with a service dog that has received specialized training and therefore is accredited to assist your child with his/her recognized disability or medical restriction.

3. Once submitted, the application, medical certificate, and proof of Service Dog accreditation are reviewed by the school principal and Superintendent(s). If the information provided is insufficient, the principal will speak with the parents about what additional information is required to proceed with the application. Accommodations other than the service dog may be implemented or the service dog may be approved in principle.

4. If the introduction of the service dog is approved in principle, the principal and superintendents will:

    a. Inform all staff and families at the school of the possibility of a Service Dog coming to the school on a regular basis.

        i. Anyone for whom the presence of a dog will constitute an undue hardship will be provided with an opportunity to submit medical documentation to support that claim.

        ii. Where the Service Dog constitutes an undue hardship, accommodations will be planned for those individuals to ensure they are able to be at the school at the same time as the Service Dog. Those accommodations will be in place before proceeding in the approval process.

    b. Determine whether possible handlers are available who may fulfil the obligations of that role in accordance with the Human Rights Commission Policy on Service Animals. Handlers will be in place before proceeding in the approval process.

5. If the introduction of the Service Dog is approved in principle, the parent/legal guardian requesting the presence of a Service Dog must:

    i. Accept all liability that might be incurred as a result of the behavior of the Service Dog while present at school and indemnify the school division in writing;

    ii. Provide proof of appropriate insurance coverage (third party liability of not less than $2,000,000) naming the Division as an additional insured arising out of the named insured (for any damages caused by the Service Dog) and provide proof of such coverage annually;

    iii. Participate in meetings to ensure that the bonding and training are progressing suitably well for the training agency to recommend the Service Dog's readiness to be at school;

    iv. Provide information in writing from the organization that trained the Service Dog indicating details around the personal care and physical needs of the Service Dog, including:

1. Safest and most environmentally sound place for the dog to relieve itself;

2. Safe removal and disposal of dog waste;

3. Considerations for seasonal changes and inclement weather.

v. Provide up-to-date proof of vaccinations and licensing of the Service Dog annually.

vi. Cooperate with the school administrators to make arrangements for how and when initial and ongoing training will be provided for staff;

vii. Arrange with the training agency for training of school personnel in the use and care of the Service Dog while at school;

viii. Arrange for the Service Dog to visit the school to familiarize it with the school site;

ix. Give permission to school division staff and volunteers acting as handlers to touch, feed or deal with the Service Dog in any way that may be required to ensure appropriate care of the Service Dog and the safety of students and staff.

x. Participate in an annual review of the effectiveness of the Service Dog accommodation at the school;

As parent(s)/guardian(s) we submit this application for _____ (students' name) to be accompanied at school by a service dog and agree to the Terms and Conditions as set out above.

_____ _____

Parent Guardian Name Signature

_____ _____

Parent Guardian Name Signature