SERVICE DOG INFORMATION LETTER

(Date)

Dear Parent/Guardian,

You have requested that your child be allowed to have a service animal attend at the school during classes. In order for us to appropriately address this request we will require you to submit the following documents to the school principal:

A. The **AP 211-1 Service Dog Application Form** – completed and signed by parents/guardians.

B. The official NWSD **AP 211-2 Medical Certificate Form** - 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.

Detailed Information about the Required Documents

A. Service Dog Application Form

This form provides the school principal with your formal signed intent to pursue the introduction of a Service Dog as a support at school for your child. The form outlines the application process and requires parents/guardians to agree to that process. The application form is attached to this letter.

B. Medical Certificate Form

In order to process the application for permission to have a Service Dog at school, we need a detailed description from your doctor of any medical restrictions your child currently faces. We have prepared the attached letter and medical certificate to assist you and your doctor in providing the information we require. The certificate does require detailed information about the medical restrictions and the reason for requesting to have a Service Dog at school. This helps us to determine whether the service dog and/or other accommodations will be the most effective ways to support your child.

Please note that the medical certificate must be completed by a doctor who is a licenced member of the College of Physicians and Surgeons of Saskatchewan.

C. Proof of the Service Dog's Accreditation

In Northwest School Division a Service Dog is a dog that has received specialized training from Assistance Dogs International, the recognized and approved entity for training of Service Dogs. We also require confirmation that the dog is accredited to assist the child named in the application with his/her specific recognized disability or medical restriction. The agency would also provide a detailed description of the specific ways the Service Dog interacts with the child to provide the assistance.

Application Process

Once the school principal has received your official application and accompanying medical certificate and proof of your Service Dog's accreditation, you will be contacted to discuss the status of your application.

a. If any additional information is required you will have an opportunity to provide it.

b. If the application and additional documents are complete, the principal will inform you whether:

   i. the application has been approved and we will proceed with the steps outlined on the application form, or

   ii. if other accommodations are recommended instead of the Service Dog.

The school principal is your contact person and you will be informed of the status of your application throughout the process.

We look forward to receiving the requested information in the near future.

Yours truly,

Superintendent of Student Support Services
Northwest School Division #203
Meadow Lake SK
306-236-5614