



## AP 652 FORM – SERVICE DOG APPLICATION

Student Information:

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

School: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

In order to assist \_\_\_\_\_ (student’s name) to be successful at school I/we are requesting that he/she be accompanied at school by a Service Dog.

In making application we are agreeing to the following Terms and Conditions. (Please initial in the right hand column of each point.)

<p>1. We have read and understand Administrative Procedure 652 – Service Dogs.</p>	
<p>2. Prior to applying, we have met with the school principal to discuss our request, options for accommodations and our responsibilities if the accommodation with a Service Dog is approved.</p>	
<p>3. Together with this application we have obtained and are submitting the following documents, completed as required by the Administrative Procedure:</p> <ul style="list-style-type: none"> <li>• AP 652 FORM – Medical Certificate</li> <li>• Certificate documents from Assistance Dogs International for the Service Dog</li> </ul>	
<p>4. I/we understand our application will be reviewed by the Principal and Superintendent possibly resulting in a request for missing information, the implementation of an accommodation other than a Service Dog, or the approval of the Service Dog in principle.</p>	
<p>5. I/we further understand that if the introduction of a service dog is approved in principle, the Principal and Superintendent will inform the staff and students of the school of the possibility of a Service Dog coming to the school on a regular basis. 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 their claim. 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. These accommodations will need to be in place before proceeding in the approval process. The Principal and Superintendent will further 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 also need to be in place before proceeding in the approval process.</p>	



## AP 652 FORM – SERVICE DOG APPLICATION

6. I/we also understand that if the introduction of a Service Dog is approved in principle, the following will be my/our responsibility. (Please initial in the right hand column of each point.)

a. I/we accept all liability that might be incurred as a result of the behavior of the Service Dog while present at the school and by our signature indemnify the school division in writing.	
b. I/we will provide proof of appropriate insurance coverage (third party liability of not less than \$1,000,000) naming the Division as an additional insured arising out of the named insured (for any damages caused by the Service Dog) and will provide proof of such coverage annually.	
c. I/we will 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.	
d. I/we will 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 the safest and most environmentally sound place for the dog to relieve itself, safe removal and disposal of dog waste, and considerations for seasonal changes and inclement weather. I/we will cover any associated costs.	
e. I/we will provide up-to-date proof of vaccinations and licensing of the Service Dog before each school year begins.	
f. I/we will cooperate with the school administrators to make arrangements for how and when initial and ongoing training will be provided for staff.	
g. I/we will arrange with the training agency for the training of school personnel in the use and care of the Service Dog while at school and will assume all costs for the training.	
h. I/we will arrange for the Service Dog to visit the school to familiarize it with the school site after approval has been granted.	
i. I/we will give permission to 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.	
j. I/we will participate in an annual review of the effectiveness of the Service Dog accommodation.	



## AP 652 FORM – SERVICE DOG APPLICATION

As parents(s)/guardian(s) we submit this application for our child, \_\_\_\_\_  
to be accompanied at school by a Service Dog and by our signature below we attest our  
agreement with the Terms and Conditions as set out above.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_