



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX F

Section:	Educational Services	Regulation Code: ES-3.8.4F
	• Programs and Curriculum	Policy Code Reference: ES-3.8
Regulation:	SERVICE ANIMALS IN SCHOOLS	Page 1

**SAMPLE LETTER APPROVING GUIDE DOG / SERVICE DOG / SERVICE ANIMAL
FOR STUDENT**

{On School Letterhead}

DATE

Dear Parent(s)/Guardian(s):

RE: Application for a Guide Dog/Service Dog/Service Animal at School

I am writing to communicate the decision regarding your request that your child attend school with a (*select:* guide dog / service dog / service animal) to provide accommodation for disability-related learning needs and acts of daily living.

I wish to confirm that your request has been approved by the Superintendent of Education with responsibility for Special Education, Mental Health and Well-being.

As a reminder, please read sections 4.7 to 4.9 inclusive of the Administrative Regulation on Service Animals in Schools for the parents' and student's responsibilities in this process.

Your participation in information sessions for staff, students and the parent community will be very important in assisting the school community to understand how to interact with the animal. We will contact you to arrange mutually convenient times for these sessions to occur.

The next step in the process is to hold a case conference meeting. We will be in contact to arrange a time.

We look forward to working together to make this accommodation a success.

Sincerely

Principal's Name
cc Superintendent