
SERVICE DOGS FOR STUDENTS WITH DIVERSE NEEDS PRINCIPAL CHECKLIST

This checklist is to assist the principal in preparing for a service dog to accompany a student at school.

- _____ Parents have requested permission in writing and included reasons, descriptions of activity and duration of intervention.
- _____ Parents have provided a letter from a physician or psychologist confirming the diagnosis as well as the recommendation of the service dog.
- _____ Parents have provided proof of up to date vaccinations, a municipal dog license and confirmation the service dog is in good health.
- _____ Parents have provided evidence of adequate insurance.
- _____ Copies of the parent request and the medical diagnosis have been placed in Student Cumulative File.
- _____ The principal has provided the parents with a copy of AP 256.
- _____ The principal has consulted with the Office of the Superintendent prior to granting permission.
- _____ The parents have been informed that the provision of the service dog is the financial responsibility of the parent.
- _____ The parent has been informed that the maintenance of the service dog, including bio break, clean-up and other care, as required, is the responsibility of the parent or mutually agreed upon arrangements.
- _____ The parent has met with the principal to discuss the potential impact of the service dog on the school community.
- _____ The principal has communicated with the school community to inform parents a service dog will be present in the school.
- _____ A specific letter has been sent to the parents of students in any of the classes that the service dog will be present in case of allergies, anxieties or other concerns.
- _____ Emergency procedures have been revised to include the service dog.
- _____ A Welcome Assembly has been planned.

_____ Signage is in place to inform visitors a service dog is on site.

Approved: November 4, 2015
Amended: March 21, 2018; July 1, 2018; April 30, 2020