Appendix E

Sample Letter to Parents of Students Sharing Transportation with a Service Animal

(Insert School Letterhead)

Date:

Dear Parent/Guardian:

This letter is to inform you that there will be a Certified Service Animal in our school and on your bus helping one of our students to access the Ontario Curriculum and assist with their learning. The Certified Service Animal will be travelling on your child's bus effective (date).

This Certified Service Animal is highly trained and recognized by an accredited Canadian training facility, and is able to assist with many of the routine activities which pose challenges for the student. The student's right to have a Certified Service Animal is protected under the Ontario Human Rights Code legislation and other laws, as listed in our TCDSB Service Animal Policy. An upcoming information session for parents will offer more information on how the service animal will be integrated into the bus.

Students will participate in a school-wide assembly to assist with the integration of the Certified Service Animal on the bus. The students on this bus will also receive more direct instruction and training as to the proper procedure and conduct when around the Certified Service Animal. They will be informed that the Certified Service Animal is a working animal and not a pet.

We anticipate the Certified Service Animal being of benefit to the student's learning and we look forward to this new addition to our school and school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact the school’s main office.

Sincerely,

Principal

cc: Superintendent of Schools
Superintendent of Schools
Classroom teacher(s)
OSR

DRAFT for CONSULTATION