Appendix D

Sample Letter to Parents of Students in Classes 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 helping one of our students to access the Ontario Curriculum and assist with their learning. The Certified Service Animal will be in your child's classroom 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. An upcoming information session for parents will offer more information on how the animal will be integrated into the school setting.

Students will participate in a school-wide assembly to assist with the integration of the Certified Service Animal and how the animal will fit into the daily routines of all students. The students in this classroom 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 while at school.

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.

Sincerely,

Principal

cc: Superintendent of Schools
Superintendent of Special Education
Classroom Teacher(s)
OSR

DRAFT for CONSULTATION