Appendix C

Sample Letter to Parents in the Community Regarding the Entry of a Service Animal into a School

(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.

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 Service Animal is protected under the Ontario Human Rights Code legislation and other laws.

There will be an upcoming information session for parents at the school on (insert date) to assist with your understanding of how the Certified Service Animal will be integrated into the school. As well, a school-wide assembly will be held for all students to help them identify with the Service Animal and how it will fit into the daily routines of all students. They will be instructed as to the proper procedure regarding the animal and that the animal is a 'working' Service 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.

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 Special Education
Classroom Teacher(s)
OSR

DRAFT for CONSULTATION