Principal Checklist for the Entry of a Service Animal into A School

Task	Date Completed
Provide parent(s)/guardian(s) with the Toronto Catholic District School Board **Appendix A – Request for Service Animal Involvement with a Student**	
Inform Superintendent of Education (Schools) and the Superintendent of Student Services of the request	
Receive copies of the required documentation: ➢ Completed copy of **Appendix A – Request for Service Animal Involvement with a Student** ➢ Copy of service animal's registration with an accredited training facility ➢ Copy of current, official vaccination certificate for the animal ➢ Documentation from member(s) of the College of Physicians and Surgeons or from a member of the College of Psychologists confirming a diagnosis as well as a recommendation for the use of a service animal ➢ Copy of training certification from parent(s)/guardian(s)	
Convene a School Based Support Learning Team (SBSLT) meeting with the following in attendance: ➢ Parent(s)/Guardian(s) and/or student over the age of 18 ➢ Classroom teacher(s) ➢ Members of the School Based Support Learning Team (SBSLT) ➢ Representative from the animal training facility	
Ensure that the reasons for the use of the Service Animal, the benefits to the student in the school environment and descriptions of activity are consistent with the student's needs; and if the student has an IEP the need and role of the Service Animal must be included.	
Inform school staff	
Inform Catholic School Parent Council (CSPC)	
Inform Transportation Services and make transportation arrangements, as needed. (Refer to **Appendix H**)	
Send letter to inform school community. (Refer to **Appendix C**)	

DRAFT for CONSULTATION

Principal Checklist for the Entry of a Service Animal into A School

A letter to parent(s)/guardian(s) of students in any of the classes where the service animal will be present. (Refer to **Appendix D**)	
A letter to parent(s)/guardian(s) of students who will be sharing transportation. (Refer to **Appendix E**)	
Create Management Plan for the Care of the Service Animal. (see **Appendix F**)	
Revise Student School Emergency Evacuation Response Plan and to include Service Animal. (see **Appendix G**)	
Post signs on the entrance doors to advise visitors of the service animal's presence.	
The use of the service animal shall be reviewed annually (within the first 30 days of the school year) or as deemed necessary by the school Administration or the student's parent(s)/guardian(s) and/or student 18 years or older.	

Signature of Principal:	Date:

DRAFT for CONSULTATION