



Appendix D

SAMPLE LETTER TO SCHOOL COMMUNITY

Insert School Letterhead

Date:

Dear Parents/Guardians:

This letter is to inform you that there will be a service animal in our school supporting one of our students and the service animal will be in our school effective (*insert date*).

Service animals are trained and evaluated by an accredited or recognized training facility, and are able to assist with many of the routine activities which pose challenges for some students. The student's right to have a service animal is protected under the Ontario Human Rights legislation and other laws, as listed in Board guidelines.

There will be an upcoming information session for Parents/Guardians at the school on (*insert date*) to assist with your understanding of how the 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 service animal and that the service animal is a 'working' animal and not a pet while at school.

We anticipate the 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 me at (*insert school phone number*).

Sincerely,

Principal