



Appendix E

SAMPLE LETTER TO FAMILIES WITH CHILDREN IN THE CLASSROOM

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 your child's classroom 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. An upcoming information session for Parents/Guardians on (***insert date***) will offer more information on how the service animal will be integrated into the school setting.

Students will participate in a school-wide assembly on (***insert date***) to assist with the integration of the service animal and how the service 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 service animal. They will be informed 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