

Appendix F



Niagara Catholic District School Board

Administrative Checklist for the Implementation of a Service Animal into a School Environment

TASK	DATE COMPLETED
Advise Parents/Guardians and student 16 years and older, making the request that the Niagara Catholic District School Board has a procedure to follow before a decision is made.	
Provide Parents/Guardians with the form Appendix A: Information for Parents/Guardians Requesting a Service Animal in the School and Appendix B: Request for a Service Animal .	
Received Appendix B.	
Inform Family of Schools Superintendent and Coordinator of Special Education of the request.	
Inform school staff that a request has been made and receive their input.	
Convene a case conference with the following in attendance: <ul style="list-style-type: none"> <input type="checkbox"/> Parents/Guardians and/or student over the age of 16 <input type="checkbox"/> classroom teachers(s) <input type="checkbox"/> Educational Resource Teacher (ERT) <input type="checkbox"/> Special Education Coordinator <input type="checkbox"/> representative from the service animal training facility <input type="checkbox"/> support staff who work with the student Items to be discussed: <ul style="list-style-type: none"> <input type="checkbox"/> review the request with respect to its consistency with the Individual Education Plan (IEP) <input type="checkbox"/> safety and care considerations <input type="checkbox"/> impact on school community <input type="checkbox"/> timeline of implementation <input type="checkbox"/> transportation needs <input type="checkbox"/> communication plan 	
Receive copies of the required documentation: <ul style="list-style-type: none"> <input type="checkbox"/> copy of recommendation from regulated health professional <input type="checkbox"/> copy of service animal's certification and evaluation from accredited or recognized training facility <input type="checkbox"/> copy of training certification of handler/family <input type="checkbox"/> copy of current, official vaccination certificate for the service animal <input type="checkbox"/> proof of municipal animal license, if applicable 	
Meet with the Parents/Guardians and/or student 16 years or older, to inform them of the information you have received, and to review the implementation plan and complete Appendix C: Management Plan for the Care of the Service Animal .	
ONCE THE SERVICE ANIMAL HAS BEEN APPROVED:	
Prior to distribution to the community, share Appendix D: Sample Letter to School Community and Appendix E: Sample Letter to Families with Children in the Classroom with Parents/Guardians of the student requiring the use of a service animal.	
Inform Niagara Student Transportation Services (NSTS) that a request has been made and receive their input.	
Prior to the arrival of the animal, determine the service the service animal will provide, i.e. safety, attention, time on task, frequency of behaviours, etc. Baseline data should be collected. After the arrival of the service animal, data should then be collected on a regular basis to determine the effectiveness of this accommodation.	
Develop a communication strategy to inform students, staff, Human Resources Services and community.	
Post signs on the entrance doors, and at any other places to advise visitors of the animal's presence.	
Develop an appropriate fire and emergency exit plan.	
File relevant documentation and correspondence in the documentation file of student's OSR.	
Update the Family of Schools Superintendent and the Coordinator of Special Education of steps completed to date.	
Monitor and review the implementation on an annual basis.	