

**Animals in District Facilities**

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: \_\_\_\_\_  
\_\_\_\_\_
2. Type of service animal (breed, age and history): \_\_\_\_\_  
\_\_\_\_\_
3. Insurance company insuring the service animal: \_\_\_\_\_  
Attached proof of insurance:  Received  Not Received
4. Agent name and address: \_\_\_\_\_
5. Phone number: \_\_\_\_\_
6. Proof of current and proper vaccinations:  Received  Not Received
7. Documentation of Public Access Test (PAT):  Received  Not Received
8. Name of trainer or organization who administered the PAT: \_\_\_\_\_  
\_\_\_\_\_
9. Address of trainer or organization: \_\_\_\_\_
10. Phone number of trainer or organization: \_\_\_\_\_
11. List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal: \_\_\_\_\_  
 Received  Not Received
12. Has the student/staff member requesting use of the animal been trained as the animal's handler?  Yes  No  
If no, who will act as the trained handler for the animal during the school/work day? \_\_\_\_\_
13. Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.)  Yes  No
14. Describe the manner in which the service animal will meet the student's/staff's individual needs:  
\_\_\_\_\_  
\_\_\_\_\_

### **Single or Limited Instructional Event Guidelines**

Animals brought into a school for the purposes of a single event or limited exposure instructional programs shall:

1. Be properly muzzled, if the animal is a dog and if in contact with children;
2. Be properly certified and trained by an accredited training program proof of which will be provided in writing prior to the instructional program;
3. Be properly insured for classroom placement around children.

The principal shall send a letter home to parents notifying them of the animal's visit. Children with allergies or animal fears may be excused from such instruction. Parents may request their children be excused from the instructional program. Students excused from the instruction may be required to do an alternative assignment. Nothing in these guidelines is intended to limit or apply to classroom pets, service animals or lab animals used as part of any curriculum of the district.