



APPENDIX D1
PR ST: 28 Student Use of Guide Dogs
and Service Animals

SAMPLE LETTER
TO EMPLOYEES & SCHOOL PERMIT HOLDERS
(Place on School Letterhead)

Date

To Employees and Permit Holders,

This letter is to advise that the school is in the process of planning for a Guide Dog / Service Dog / Service Animal to attend [school] with a student in order to accommodate the student's needs pursuant to the *Human Rights Code*.

The Guide Dog / Service Dog / Service Animal is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

A specific timetable will be created, which identifies where and when the Guide Dog / Service Dog / Service Animal will be at different periods of the school day, and will be shared with you.

We respect the needs of all staff and our community partners in providing a safe and inclusive workplace and environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog / Service Dog / Service Animal in our school.

Thank you for your on-going cooperation and support.

Sincerely,

Principal