



SAMPLE LETTER
DECISION LETTER DENYING
GUIDE DOG / SERVICE DOG / SERVICE ANIMAL
(Place on School Letterhead)

Date

Dear Parent(s) / Adult Student,

I am writing to communicate the decision regarding your request that you / your child attend school with a Guide Dog / Service Dog / Service Animal to provide accommodation for disability-related learning needs / acts of daily living.

I wish to communicate that your request is being denied.

As we have discussed, you / your child is not able to perform the responsibilities of a Handler [and/or the Service Animal is not trained and may be disruptive or a distraction in the school environment], and reasonable alternative accommodations that respect your child's dignity, encourage independence and facilitate integration are available to support your child's learning needs and access to meaningful educational services.

This decision is not subject to appeal; however, if you wish to discuss the alternative accommodation measures available to support you / your child while at school, please contact me to arrange a meeting.

Sincerely,

Principal