



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX G-2

Section: Educational Services
• Programs and Curriculum
Regulation: SERVICE ANIMALS IN SCHOOLS

Regulation Code: 3.8.4G-2
Policy Code Reference: ES-3.8
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SAMPLE LETTER DECLINING A SERVICE ANIMAL FOR EMPLOYEE

{On School Letterhead}

DATE

Dear (Employee):

RE: Application for Guide Dog / Service Dog / Service Animal at Work

I am writing to communicate the decision regarding your request that you attend work with a service animal to provide accommodation for disability-related needs and acts of daily living.

I wish to inform you that your application is being denied.

(Rationale, such as the animal is not trained and may be disruptive or a distraction in the work environment; reasonable alternative accommodations to support your needs are available, etc.)

The decision is not subject to appeal; however, if you wish to discuss the alternative options, please contact me to arrange for a meeting.

Sincerely

Employee Health Services
cc Departmental or School Superintendent