



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX F-2

Section:	Educational Services	Regulation Code: ES-3.8.4F-2
	• Programs and Curriculum	Policy Code Reference: ES-3.8
Regulation:	SERVICE ANIMALS IN SCHOOLS	Page 1

SAMPLE LETTER APPROVING GUIDE DOG/SERVICE ANIMAL FOR EMPLOYEE

{On School or Board 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 (*select one*: guide dog / service dog / service animal) to provide accommodation for disability-related needs and acts of daily living.

I wish to confirm that your request has been approved.

As a reminder, please read sections 4.7 to 4.9 inclusive of the Administrative Regulation on Service Animals in Schools for the employee's responsibilities in this process.

Your participation in information sessions for colleagues and the workplace community will be very important in assisting them to understand how to interact with the animal. We will contact you to arrange mutually convenient times for these sessions to occur.

The next step in the process is to meet to develop a plan of care for the animal, and to determine emergency procedures, as per the Administrative Regulation.

We look forward to working together to make this accommodation a success.

Sincerely

Employee Health Services

cc Supervisor

cc Superintendent