

**SERVICE ANIMAL ACCESS REQUEST CHECKLIST**

School: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Building: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

- 1. Is the service animal required because of a disability?    Yes                      No
- 2. What work or tasks has the service animal been trained to perform?

\_\_\_\_\_

\_\_\_\_\_

- 3. Does the service animal have a handler other than the student?    Yes                      No

4. If yes, what is the Handler's Name: \_\_\_\_\_

5. What is the Handler's Address/Contact information: (including phone)

\_\_\_\_\_

- 6. Has the handler (if not the student) undergone the necessary background check as required by all employees of the school system and been cleared for working in the school?  
(fingerprinting/background check)                      Yes                      No

Please note that service animals must be licensed in accordance with local city and county regulations. In addition, service animals must have proof of current vaccination and preventive healthcare (flea/tick prevention).

Proof attached?    Yes                      No

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person making this request: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**Please submit completed request to the Building Administrator for processing.**

**SERVICE ANIMAL ACCESS REQUEST- For District Use Only**

- A. Does the student have an IEP or a Section 504 Accommodation Plan?    Yes    No
  - a. If yes, has this request been referred to the appropriate team/committee for review and consideration as part of the student's accommodations?    Yes    No
- B. Did the Applicant attach proof of the service animal's license/registration as required by town/county requirements?    Yes    No
- C. Did the Applicant attach proof of the service animal's current vaccination and preventive care?    Yes    No
- D. Who is the service animal's handler?
  - a. Student                                      Other handler
  - b. If handler is someone other than the student- need to ensure appropriate background check is completed.
- E. Review of Service Animal qualifications:
  - a. Does the animal meet the definition of "service animal" under federal and state law and district policy and procedures?    Yes            No
  - b. Does the service animal perform work or a task for the student that is directly related to the student's recognized disability?    Yes            No
  - c. Is the service animal under the handler's control?
  - d. Is the service animal housebroken?

Adopted: March 3, 2020