

Owner of Animal _____ Date _____

Student or Staff member requesting permission to utilize service animal on WCPSS property _____

School or other WCPSS Facility _____

Name of Service Animal _____

Name of Handler _____

Identify and describe the need for the service animal as it relates to the student's/staff member's disability and describe the manner in which the service animal will meet the student/staff member's particular need(s), including the work/task(s) it has been trained to perform (attach additional sheet if necessary):

Documentation attached that the Service Animal is:

Properly and currently vaccinated

Let from physician is attached, if applicable

Signature of parent/guardian or employee

For student requests: Submit to the school principal. Principals: forward to Assistant Superintendent for Special Education Services. For employee requests: Submit to the office of the Assistant Superintendent for Human Resources.

Requests for use of a service animal must be submitted no less than 10 business days prior to the proposed use of the service animal. Requests for use of a service animal must be renewed annually, prior to the start of each subsequent school year. In addition, the request must be renewed whenever the student changes schools or if a different service animal will be used.

Legal Reference: Legal Reference: Americans with Disabilities Act, 42 U.S.C. 12101 et seq.: 28 C.F.R. Part 35: Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794; 34 C.F.R. pt. 104; N.C. Gen. Stat. 168-4.2.

Issued: January 2014 Revised: Date revision was passed Attachment A