

Staff or students with disabilities seeking to use a service animal should request approval according to the following procedure:

- A The application process for use of a service animal includes both the 'Request for Use of Service Animal' and 'Service Animal Registration/Agreement' attached to this R&P. The application for the use of service animals on School District during the school day must be in writing and submitted no less than ten business days prior to the proposed use of the service animal. Applications for use of a service animal by an employee shall be submitted to the Assistant Superintendent for Human Resources. Applications for the use of a service animal by a student must be submitted to the school principal, who will forward the information to the Assistant Superintendent for Special Education. All such applications must state whether the animal is required because of a disability and must identify what work or task(s) the animal is trained to perform that is directly related to the individual's disability. A service animal will not be permitted on School District property without the prior approval of the Assistant Superintendent for Special Education Services (for students) or Assistant Superintendent for Human Resources (for employees). Attachment A
- B All applications for use of a service animal on school system property will be considered on a case-by-case basis. The School District's approval of the use of a service animal on School District property is subject to periodic review, revision or revocation by the School District Administration. At a minimum, requests for the 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 the employee changes his/her place of assignment, or when the individual accompanied by the service animal desires to use a different service animal. Attachment B

---

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  
Attachments: A & B

**Bottom Margin:**

1"

Can be adjusted to keep legal  
citations/references and revision  
dates on the same page