

**Administrative Procedure 327 Appendix B**

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**SAMPLE LETTER TO THE SCHOOL COMMUNITY**

Date

Dear Parents/Guardians,

This letter is to inform you that there will be a service dog in our school assisting one of our students. This service dog is a trained companion for the student and is able to assist him/her in many of the daily routines while learning at school.

This certified service dog is highly trained and recognized by an accredited Canadian training facility. The student's right to have a certified service dog is protected under Human Rights legislation and the Education Act and therefore can be with the handler in all aspects of his/her education.

There will be an information assembly at the school to help students identify with the service dog and how it will fit into daily school routines. All students will be informed as to proper procedures around the animal because the animal is not a pet but a certified working service dog while at school.

We anticipate the service dog will be a benefit to the student's learning and we look forward to this new addition to our school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact the school office.

Sincerely,

Principal