

SERVICE ANIMAL REQUEST FORM (POLICY ID DFA)

The Calcasieu Parish School Board prohibits discrimination against individuals with disabilities, including those who are assisted by a service animal as result of a disability. The School Board shall comply with the requirements of Title II of the *Americans with Disabilities Amendments Act of 2008* (ADAAA) and its implementing regulations, as well as other applicable federal and state laws and regulations governing the use of service animal by students and staff with disabilities in its services, programs, and activities. This form identifies criteria to help the District address some issues associated with animal in the educational environment. An individual with a disability requesting to be accompanied by a service animal for the purpose of participating in School Board programs services, and activities must follow the following procedures:

1. This form must be submitted to the District 504/ADA Coordinator at the address below at least ten (10) school days before bringing an animal onto School Board premises or participating in School Board programs, services, or activities.
2. Upon final approval from the superintendent or his/her designee, the District 504/ADA Coordinator will contact and send a copy of the approved request to the person requesting permission and the building/school administrator.

Date Requesting Initial Service Animal Assistance

Building/School Where Access is being requested

Name of Person Assisted by Animal

Age

DOB

Contact number

Person assisted by animal is:

<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Other _____
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Parent/Guardian's Name (*If Person assisted is a Minor*)

Contact number

Animal Owner's Name

Contact number

Type of Animal

Animal's name

Weight of Animal

Height of Animal

Please check "yes" or "no" to the following questions:

<i>Is the need for this animal required because of a disability?</i>	<i>Yes</i>	<i>No</i>
<i>Is the service animal under the control of a handler?</i>	<i>Yes</i>	<i>No</i>
<i>Is the service animal housebroken?</i>	<i>Yes</i>	<i>No</i>

What work or task has the service animal been trained to perform?

I have read and understand the school district's Service Animal Policy (IDDFA) and will abide by the terms of that Policy. I understand that if the service animal is out of control, not housebroken, presents a direct and immediate threat to others in the school, or fundamentally alters the nature of the service, program, or activity that cannot be eliminated by reasonable modifications, the school district may exclude or require the removal of my service animal from its property. I understand that I may be responsible for damage that the service animal causes to persons or property at school or school or school related functions.

Owner Signature

Date

Parent/Guardian Signature

Date

Assisted Person's Signature

Date

For Office Use Only:

Date Form Received by District 504/ADA Coordinator: _____

This request is:

_____ **Approved.** This approval will expire one year from date of approval. This request must be kept with the service animal at all times. If further buildings/schools are to be accessed, this form must be resubmitted requesting access to other buildings/schools.

_____ **Not Approved.** Any individual whose request to use a service animal is denied for good cause shall have the right to request reconsideration of such decision. All reconsideration requests must be presented to the Superintendent in writing within five (5) business days of any such denial.

Superintendent/Designee Signature

Date