

# Principal Checklist for Service Animals

**Student Name** \_\_\_\_\_

**School** \_\_\_\_\_

## Approval Document Checklist

- \_\_\_\_\_ Current IEP or Section 504 plan demonstrating need for service animal
- \_\_\_\_\_ Documentation that the service animal is appropriately registered in Pima County
- \_\_\_\_\_ Current immunizations records for the service animal
- \_\_\_\_\_ A current veterinary health certificate or report of veterinarian's examination (no more than one (1) year old)

## Implementation Plan Checklist

- \_\_\_\_\_ Familiarize the service animal with the campus prior to the actual start date.
- \_\_\_\_\_ Orient the service animal to school faculty and students.
- \_\_\_\_\_ Establish an educational program to educate others on proper behavior around a service animal.
- \_\_\_\_\_ Establish a place for the service animal to urinate/defecate.
- \_\_\_\_\_ Establish an evacuation plan to include the service animal and practice this plan.
- \_\_\_\_\_ Establish a resting place for the animal.
- \_\_\_\_\_ Establish a rest time for the animal. Gym, lunch, and recess may be especially difficult school periods for a service animal to successfully endure.
- \_\_\_\_\_ Implement a schoolwide educational program to educate others on how to behave appropriately around the service animal.
- \_\_\_\_\_ Identify an alternate accommodation/plan in the event the animal's primary handler (if not the student) or the animal is not able to accompany the student with a disability to school.

\_\_\_\_\_ Provide transportation training:

\_\_\_\_\_ The driver and assistant shall meet with the animal's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation.

\_\_\_\_\_ The animal's owner shall provide an orientation to students riding the bus with the service animal regarding the animal's functions and how students should interact with the animal.

\_\_\_\_\_ The service animal shall practice the bus evacuation drills with the student.

\_\_\_\_\_ The service animal shall board the bus by the steps, not on a lift.

\_\_\_\_\_ The service animal shall be positioned on the floor, at the student's feet.

\_\_\_\_\_ A representative of the Transportation Office will meet with the animal's owner to determine whether the service animal should be secured on the bus with a tether or harness.

\_\_\_\_\_ Provide parents with the District's written procedures for the use of service animals on District property.

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Parent Signature

Date

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Student Signature

Date

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Principal Signature

Date

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Director of Transportation Signature

Date