

## Administrative Procedure 256 – Appendix 256-2

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### SAMPLE LETTER TO THE FAMILIES OF CHILDREN IN THE CLASS(ES)

#### (School Letterhead)

Date

Dear Parent/Guardian:

I am writing to advise that there will be a Service Dog coming into our school to assist one of our students, and that this student and the Service Dog will be a part of your child's class. This Service Dog is a highly trained companion and is able to assist in many of the routine activities which may pose some challenges for this student. Service Dogs are comparable to a Guide Service Dog and are included in every aspect of the student's life. The child's right to have a Service Dog is protected under Alberta Human Rights legislation and the *Service Dogs Act*. Implementation is defined by Northern Gateway School Division policy.

There will be information sessions to integrate the Service Dog into the classroom and school routines, and all of our students will be instructed as to the proper procedure around the Service Dog. They will be informed that the Service Dog is a working Service Dog and not a pet while at school.

If you have any questions or a specific concerns regarding the presence of the Service Dog in your child's class, please review the Northern Gateway School Division Service Dogs Administrative Procedure 256 online at <https://www.ngps.ca/reports-and-publications/administrative-procedures> or contact me directly.

Thank you for your understanding, support, and interest.

Sincerely,

Principal

cc: Superintendent  
OSR  
Classroom Teacher  
Student Services Coordinator