

ADMIN PROCEDURES MANUAL  
Administrative Procedure 255 – Appendix A

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**ANIMALS ON DISTRICT PROPERTY  
SAMPLE PERMISSION LETTER**

Dear Parent/Guardian

There are occasions in which animals are on School District property. These could include classroom pets such as gerbils, hamsters or fish but could also include therapy or service dogs

Typically, small classroom pets such as gerbils and hamsters are kept in appropriate cages and students who may have fears or allergies do not need to be exposed to them. However, when dogs are used in service or therapy, they are more accessible to all students in their vicinity. Therefore, this letter is written to let you know that a service or therapy dog may be in your child's environment.

Before we proceed with including a service or therapy dog in your child's environment, we need your informed consent.

It would be appreciated, if you would complete the information below and return it to:

\_\_\_\_\_ by \_\_\_\_\_  
(Name of Staff) (Date)

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

My child is allergic to dogs Yes  No

My child is afraid of dogs Yes  No

I give my permission for a therapy or service dog to be in proximity of my child.

I **DO NOT** give my permission for a therapy or service dog to be in proximity of my child.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*SD No. 40 (New Westminster)*

*Adopted: May 29, 2018*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)