

APPENDIX D: *Sample Letter to School Community*

To be on school letterhead:

Date:

Dear Parents/Caregivers:

This letter is to inform you that there will be a service animal in our school helping one of our staff/students. The service animal will be in our school effective (insert date).

Service animals are trained and recognized by an accredited training facility and are able to assist with many of the routine activities which pose challenges for some. The student/staff's right to have a service animal is protected under [The Human Rights Code of Manitoba](#).

School staff will be sharing information with students about the presence of the service animal in the school. It is very important that all members of the school community are aware of the expectations surrounding the presence of a service animal at school so that the maximum benefit for all can be realized for this resource.

We anticipate the service animal being of benefit to the adult and student's learning, and we look forward to this new addition to our school and school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact me at (insert school phone number).

Sincerely,

Principal