## Allegany County Public Schools
### Service Animal Access Request Checklist

**School:** ____________________________________________________________

**Student:** ______________________________________  **DOB** ___/___/____  **Grade** __

**Type of Service Animal:** ___________________________________________  **Date:** __/__/__

**Is this student transported on an Allegany County Public School Bus?** Y or N

The following checklist is to be completed by a central office supervisor once a written request for a Service Animal has been received by Superintendent of Schools.

Any “NO” responses may support denial of access.

<table>
<thead>
<tr>
<th>CONSIDERATIONS</th>
<th>COMMENTS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the Service Animal trained?</td>
<td>Identify breed of Service Animal</td>
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<tr>
<td>The Service Animal is trained as a:</td>
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<tr>
<td></td>
<td>• Hearing Service Animal</td>
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<td></td>
<td>• Guide Service Animal</td>
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<td></td>
<td>• Assistance Service Animal</td>
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<td></td>
<td>• Seizure Alert Service Animal</td>
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<td></td>
<td>• Mobility Service Animal</td>
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<td></td>
<td>• Psychiatric Service Animal</td>
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<td></td>
<td>• Autism Service Animal</td>
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The “trained Service Animal” is not a

- Skilled Companion Animal
- Therapy Animal
- Social Animal
- Facility Animal
- Trained Agility Animal
- Police Animal
- Search and Rescue Animal
- Helping Animal
- Support Animal
2. Does the Service Animal perform task(s) or function(s) that might mitigate the student’s disability?

- Hearing
- Guiding
- Retrieving Objects
- Carrying Objects
- Pulling a wheelchair
- Opening doors
- Seizure Alert
- Allergen Alert
- Diabetes Alert
- Balance or Mobility
- Assistance preventing or interrupting destructive or impulsive behavior
- Other: __________

Or

Has a medical professional confirmed the student’s disability and need for a service animal?

3. Does the Service Animal and its primary handler have satisfactory proof of training?

- Certificate from ADI¹ member organization provided?
- Other proof of training?
- Is it readily apparent that the dog is trained to do work or perform tasks for the disabled student?
- If a school employee serves as the primary handler during school hours ask whether that school employee is or will be trained.

4. Does the Service Animal have a current health certificate?

- Certificate of vaccinations from veterinarian provided?
- Has the Service Animal been spayed or neutered?
- Has the Service Animal been treated for fleas, ticks, and other parasites?

5. Does the Service Animal meet all the Minimum Standards for a Service Animal?

Based on observation:
- Service Animal is clean, well groomed and does not have an offensive odor;
- Service Animal does not urinate or defecate in
<table>
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<th><strong>6. Does the Service Animal need a handler other than the child? If YES, please indicate the handler’s name and relationship to student.</strong></th>
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</thead>
<tbody>
<tr>
<td>Has the handler been trained?</td>
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<tr>
<td>Has the handler passed the background check for the Allegany County Public Schools?</td>
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<tr>
<td>If the handler is someone other than the parent, has parental permission been obtained for the handler to work with the child?</td>
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<tr>
<th><strong>7. Does the parent of the child have liability insurance?</strong></th>
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<tbody>
<tr>
<td>Has parent provided proof of liability coverage to the Allegany County Public Schools?</td>
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</tbody>
</table>

Liability Insurance Company: 

______________________________  

Coverage Limit:  

______________________________  

Certificate of Liability Insurance must be attached.