

**Sample Letter to Employees and School Permit Holders**

**(School Letterhead)**

Date

To Employees and Permit Holders,

This letter is to advise that the school is in the process of planning for a Guide Dog/Service Dog/Service Animal to attend [school] with a student in order to accommodate the student's needs pursuant to the *Ontario Human Rights Code*. The Guide Dog/Service Dog/Service Animal is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

A specific timetable will be created, which identifies where and when the Guide Dog/Service Dog/Service Animal will be at different periods of the school day and will be shared with you. We respect the needs of all staff and our community partners in providing a safe and inclusive workplace and environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog/Service Animal in our school.

Thank you for your ongoing cooperation and support.

Sincerely,

Principal

cc: Superintendent of Education  
Coordinator – Student Services  
Classroom Teacher  
OSR