

**BROWARD COUNTY PUBLIC SCHOOLS
REQUEST FOR USE OF SERVICE ANIMAL
IN SCHOOL DISTRICT FACILITIES**

All requests for individuals (Student/Employee) with disabilities to be accompanied by a service animal in a school district facility (classrooms, school buildings, work locations and administrative sites) must be addressed in writing through this request/application and delivered to the Section 504 Liaison of the school where the request is being made, (if applicant is a Student) or to the Executive Director, Benefits & EEO Compliance (if applicant is an Employee) along with all required documentation. This request/application must be delivered at least fifteen (15) school days prior to bringing the service animal to a school district facility.

Name: _____

Address: _____

Phone number: _____

Student _____ Employee: _____

School/Department: _____

Name of the activity/function to be attended: _____

Date of the activity/function: _____

Location of the activity/function: _____

Please respond to the following questions regarding the service animal:

1. Please identify the type of service animal:

Dog _____ Miniature Horse _____

2. Does the service animal perform task(s) or function(s) that mitigate the individual's disability?

Yes _____ No _____

Please explain: _____

3. Does the service animal meet all of the minimum standards for a service dog?

- It is clean, well-groomed does not have an offensive odor
- Does not urinate or defecate in inappropriate locations
- Does not solicit attention, visit or annoy any member of the general public
- Does not vocalize unnecessarily, i.e., barking, growling or whining
- It shows no aggression towards people or other animals
- Does not solicit or steal food or other items from the general public

Yes _____

No _____

4. If the primary handler is not the individual (Student/Employee) with a disability, has the handler completed and passed a Level II background screening?

Yes _____

No _____

5. (if applicant is a Student) Does the Student have a current Individualized Education Program (IEP) or a Section 504 Plan?

Section 504 Plan: Yes _____

No _____

IEP: Yes _____

No _____

6. Please attach the following documentation:

- Service Animal (Dog)

A health certificate or report of examination from a veterinarian licensed in the State of Florida. The certificate/report must indicate that the following vaccinations, (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus (DHLPP)), Bordetella, Roundworms, Hookworms and Rabies, had been secured and that the service animal has a vaccination license and is free of disease.

Service Animal (Miniature horse)

A health certificate or report of examination from a veterinarian licensed in the State of Florida. The certificate/report must indicate that the following vaccinations, Rabies, Tetanus, Encephelomyelitis, West Nile Virus, Rhinoneumonitis, Influenza, and Strangles), had been secured and that the service animal has a vaccination license and is free of disease.

- Proof that the Service Animal is covered by adequate liability insurance
- (If primary handler is not the individual with a disability Student/Employee) proof of completion and passing of Level II Background Screening Clearance

Please attach any additional relevant documents which you believe may assist us in processing this request/application.

If applicant is a Student, please forward your request to:
Section 504 Liaison of the school where the student attends

For any questions, please contact the Section 504 District liaison at:
Phone: 754-321-2460
TTY: 754-321-2158

If applicant is an Employee, please mail your request to:
Executive Director, Benefits & EEO Compliance
600 S.E Third Avenue, 14th Floor
Fort Lauderdale, Florida 33301

For any questions, please contact the Department of Equal Educational Opportunities (EEO) at:
Phone: 754-321-2150
TTY: 754-321-2158