



Service Animal Information

Complete the following information when requesting the use of your service animal in Charlotte-Mecklenburg Schools.

- For students:** Return the completed form(s) to your child’s school
- For staff:** Return the completed form(s) to your work place or CMS department.

Please allow ten (10) days to prepare prior to your service animal’s arrival at the school or facility site.

If you need further assistance, contact the following department:

- For students with or without a Section 504 Student Services Plan: 980-343-0001
- For students with an IEP: 980-343-6960
- For staff:** Contact your supervisor

Date:	
Name of individual making the request:	
Phone number:	
Address:	
Service animal’s name:	
Type/breed:	
Name of individual requiring the service animal:	
Grade level, if student:	
School site / department where the service animal will be used:	
Date service animal needed at school / department:	
Handler’s name if not the student or employee with a disability:	
Complete the following questions.	
1. Describe below the “work” or “task” this animal performs that mitigates (improves) the individual’s disability.	
2. If the handler is not a student or employee with a disability, has the handler completed and passed the required background checks?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain:	

<p>3. Will this service animal need to accompany the student on the school bus?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain:</p>
<p>4. Will this service animal accompany the student on field trips?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain:</p>
<p>5. How does the service animal react to sudden noises; such as a fire drill or thunder?</p> <p>Explain:</p>
<p>6. Does the service animal meet all the minimum standards for a service animal?</p> <ul style="list-style-type: none"> a. Clean, well-groomed, does not have an offensive odor b. Does not urinate or defecate in inappropriate locations c. Does not solicit attention, visit, or annoy any member of the public d. Does not vocalize unnecessarily (bark, growl, or whine) e. Does not show aggression towards people or other animals f. Does not solicit or steal food or other items from the general public <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, explain:</p>
<p>7. Tell us any additional information that will assist the school or work place with accommodating the service animal:</p>
<p>8. If student, does the individual currently have an Individualized Education Program (IEP) or a Section 504 Student Services Plan?</p> <p style="text-align: center;"> IEP <input type="checkbox"/> Yes <input type="checkbox"/> No Section 504 <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>9. Please attach the following information and send via email to Harriett Ford @ harriett.ford@cms.k12.nc.us:</p> <ul style="list-style-type: none"> • A health certificate or examination record from a licensed NC veterinarian. This report must contain a record of required vaccinations per NC and a statement that the animal is in good health and free of disease. • It is strongly recommended that the service animal is covered by adequate liability insurance. However, if you choose not to cover the service animal with adequate liability insurance, please note the following CMS Board of Education Policy: “The board may hold the owner and/or the handler of a service animal or both liable for any property damage caused by the animal to the same extent required by other board policy or administrative rules that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.” • If the handler is other than the student or employee with the disability, completion of background screening documentation.

10. I have read and understand the above information.

Parent Signature: _____

Date: _____