



Human Resources Department

Dr. Vicki Zands
Assistant Superintendent
Human Resources
vzands@srcs.k12.ca.us

Approval Letter: Emotional Support Animal

Date

Name

Address

City, State Zip

Dear,

Thank you again for participating in the Interactive Process with me and _____ on **date**. We were able to come up with a plan that will allow us to support your need for an emotional support dog balanced with the needs of students and the school to ensure a safe and clean environment for students, staff, and families. Our goal is that this will be a temporary reasonable accommodation to be re-evaluated as appropriate.

After meeting together, we have determined that we can accommodate having **Dog's name** on campus this year, under the following conditions:

1. You will bring in a crate in case there is a student who may not feel comfortable with **Dog's name**.
2. While on campus, **Dog's name** will wear an identifier so students and staff know that **Dog's name** is a support dog.
3. You will send home a letter to families each semester, notifying them that **Dog's name** will be on campus and letting them know that they can speak with you if they have any questions.
4. You are responsible for ensuring that **Dog's name** is clean and well groomed, thus limiting the potential for allergies.
5. You are responsible for cleaning up after **Dog's name** should there be an accident on campus or on the lawn.
6. You are responsible for providing the school with a record showing that **Dog's name** is up to date with his immunizations.
7. You are responsible for providing the district with proof of insurance in the amount of \$1,000,000 and assume liability if **Dog's name** should bite someone on campus.

At this time, we are comfortable with establishing this accommodation for the 2022-23 school year. If Dog's name bites someone or a student is unable to access an area on campus due to Dog's name, Dog's name would need to stay home, and we would need to reevaluate this arrangement at that time.

Thank you again for meeting and discussing the logistics of having a dog on campus as part of the Interactive Process. I am thankful that we were able to come up with a plan that I believe will work for everyone involved. Thank you for all that you do.

Sincerely,

Dr. Vicki Zands
Assistant Superintendent

Enclosures:

Cc:

VZ/ysp/file