



## Animal Visitors Request Bend-La Pine Schools

This form is to be used to request an animal visitor to a classroom or school property.  
**Upon completion, submit this form to the principal or designee at the school where the animal will be visiting.**

<b>Name of Requesting Individual:</b>	<b>Date:</b>
<b>Purpose and Location of Visit:</b>	
<b>Date &amp; Time of Requested Visit:</b>	
<b>Type of Animal:</b>	
<b>All licensing and/or inoculations records are attached:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Owner / Animal Handler Name:</b>	
<b>Plan for Student / Staff Safety:</b>	
<b>Plan for Care of Animal:</b>	

1. All requests to have animal visitors (for example: students or staff ‘show and tell’ animals) in the classroom or on school property must be submitted to the principal or designee in writing, prior to the visit.
2. All sections of this form must be complete. The principal or designee has the discretion to permit or deny the presence of any animal at or in the school.
3. Prior to approving a request, the principal or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parents/guardians of the potentially affected student must be notified of the plans to have an animal in the classroom so that accommodations may be make for their student.
4. The principal or designee shall consider requests by students or their parent/guardian and staff to have an animal present in the classroom for any length of time on a case-by-case basis. The principal or designee may take into consideration the nature of the need for an animal, the extent to which the presence of an animal has been shown to increase a student’s or staff member’s ability to function in an educational environment, the extent to which an animal might create a disruption in the classroom environment, and the extent to which an animal might create health risks for other students or staff members in the classroom or at the school.

***Animals will be permitted in classrooms or on school property for only specified and appropriate educational purpose for the time necessary to achieve the educational goal. It is recognized that in some situations, the appropriate time may extend throughout the school year.***

<input type="checkbox"/> REQUEST APPROVED	<input type="checkbox"/> REQUEST DENIED
<b>Principal / Designee Signature:</b>	<b>Date:</b>