Request to Bring an Animal into an FCPS Building

Department of Curriculum and Instruction
Maintenance and Operations

Clear Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form # 413-02-F01
Regulation 413-02
November 2026

Instructions: Complete and submit this form at least ten (10) calendar days before the proposed animal visit. For a school or classroom, submit the request to the school principal. For a non-school building, submit the request to the appropriate Cabinet member or designee and the Risk & Safety Manager. Approval is limited to the animal, purpose, location, and time period identified in this request and does not create ongoing authorization for future animal visits.

This form does not apply to animals used as part of an FCPS-approved curricular program, including animals supplied by the FCPS Living Material Center; animals governed by FCPS Regulation 200-19, Service Animals and Service Dogs in Training; animals under the control of public safety officials for enforcement purposes; or animals whose presence is meant to deter crime or provide only emotional support, well-being, comfort, or companionship to an individual.

1. REQUEST INFORMATION

Type of FCPS Building: ☐ School/Classroom ☐ Non-School Building

Date of Request:		**Building/School:**	
Requesting Individual/ Staff Member:		**Position/Title (if applicable):**	
Email:		**Phone:**	
Proposed Location(s) within Building:			

Proposed Date(s) of Animal Visit/Presence: _____
Approximate Time/Duration: _____

2. PURPOSE OF REQUEST

Describe the specific non-instructional, enrichment purpose for the animal's presence:

Describe the anticipated student/staff interaction with the animal, if any:

3. ANIMAL INFORMATION

Type/Species:		**Breed (if applicable):**	
Number of Animals:		**Animal Name(s), if applicable:**	

Animal is in good physical condition: ☐ Yes ☐ No

Vaccinations appropriate/required for this type of animal: ☐ Yes ☐ No ☐ Not Applicable

If applicable, required/appropriate vaccinations are current: ☐ Yes ☐ No

Documentation attached, if applicable: ☐ Vaccination Record ☐ License/Permit
☐ Other: _____

IMPORTANT: Wild animals, domestic stray animals, and venomous (i.e., poisonous) animals may not be brought into an FCPS school, classroom, or non-school building.

4. ANIMAL OWNER / PROVIDER INFORMATION

Owner/Provider:		**Organization/Business, if applicable:**	
Phone:		**Email:**	
Organization/Individual Responsible for Supervising Animal:			

Describe the responsible individual's experience or qualifications, if applicable, for safely handling and controlling this type of animal:

5. CARE, HANDLING, CONTAINMENT, AND CLEANUP PLAN

Describe how the animal will be appropriately supervised and controlled while on FCPS property:

Describe the cage, container, enclosure, leash, or other method that will be used to appropriately contain or control the animal:

Describe any feeding, watering, or other care required while the animal is present:

Identify who will be responsible for the animal's care:

If applicable, describe arrangements for care over weekends, holidays, school breaks, and emergency school closures:

Describe the plan for promptly removing and appropriately disposing of animal waste and for any necessary cleanup or sanitization:

6. HEALTH AND SAFETY CONSIDERATIONS

Animal is furred or feathered: ☐ Yes ☐ No

Potential impact on students and staff with allergies has been considered: ☐ Yes ☐ No ☐ Not Applicable

Describe any known student or staff health, allergy, safety, discomfort, or other concerns associated with the proposed animal:

Identify any other known health or safety concerns, including relevant information regarding the animal's temperament or behavioral characteristics:

Describe any special precautions that will be taken:

Students will be permitted to handle or assist with the care of the animal: ☐ Yes ☐ No

If yes, describe the proposed interaction and how students will be directly supervised by the individual responsible for the animal:

Describe handwashing or other hygiene procedures that will be followed after handling the animal:

7. FAMILY NOTIFICATION (This section applicable to Staff Members only)

Families of students served in the school community must be notified no less than seven (7) calendar days before the animal is introduced into the school or classroom using the FCPS-provided notification template.

Proposed Date of Family Notification: _____

☐ I understand that the required family notification must be provided before the animal is introduced into the school or classroom.

Requesting Staff Member Signature: _____ **Date:** _____

8. REQUESTING INDIVIDUAL/STAFF MEMBER ACKNOWLEDGMENT

By signing below, I acknowledge that:

- The animal will not be brought into the FCPS building unless and until all approvals required by FCPS Regulation 413-02 have been obtained.
- Student and staff participation in or interaction with the animal will be voluntary.
- The animal will remain under appropriate supervision and control and will not be permitted to roam freely.
- The animal will be cared for and contained consistent with the approved plan.
- Students will not handle the animal or perform animal care or cleaning duties unless under the direct supervision of the individual responsible for the animal.
- Animal waste will be promptly removed using appropriate cleaning and sanitizing materials and disposed of appropriately.
- The animal will not be transported on an FCPS bus.
- I will comply with FCPS Regulation 413-02 and any conditions established by the applicable approving official(s).

Requesting Individual/Staff Member Signature: _____ **Date:** _____

9. APPROVAL - SCHOOL OR CLASSROOM REQUESTS

Complete this section for requests involving a school or classroom.

In reviewing this request, the school principal should consider, as applicable:

- Purpose for the animal's presence.
- Age and needs of students who may interact with the animal.
- Ability of responsible individual(s) to properly supervise and control the animal.
- Health and safety considerations, including allergies, discomfort, or other concerns.
- Impact on the instructional environment.
- Prior experiences involving animals in the classroom or school.

Principal Decision: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions/Comments, if applicable:

Approved Location(s):		**Approved Date(s)/Time Period:**	
Principal Name:		**Date:**	

Principal Signature: _____

10. APPROVAL - NON-SCHOOL BUILDING REQUESTS

Complete this section for requests involving a non-school building. Both the appropriate Cabinet member or designee and the Risk & Safety Manager must approve the request before the animal may be brought into the building.

In reviewing this request, the Cabinet member and Risk & Safety Manager should consider, as applicable:

- Purpose for the animal's presence.
- Ability of responsible individual(s) to properly supervise and control the animal.
- Health and safety considerations, including allergies, discomfort, or other concerns.
- Impact on the work environment or FCPS operations.
- Prior experiences involving animals in the non-school building.

Appropriate Cabinet Member or Designee: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions/Comments, if applicable:

Name/Title:		**Date:**	
Signature:			

Risk & Safety Manager: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions/Comments, if applicable:

Name:		**Date:**	
Signature:			