

Assistance in Locating Note Takers

In the Accommodations Memo that you have just been given by a student with a disability, you will find the accommodation of “assistance from you in locating note takers.” The student will discuss with you whether he/she wishes to make a request to the class for volunteer note takers and to receive the notes directly, or whether or he or she prefers you to make an announcement and to collect the notes after class for him/her.

If you make the announcement, you may find it helpful to read the following statement to your class. Once two volunteers are secured, please distribute to the volunteers the **note taker instruction letter** along with the carbonless-copy paper the student will supply.

Sample Announcement:

Disability Support Services is asking for two or three students from this class to volunteer to share their notes with a classmate with a disability. Students with a disability attend class regularly; however, their disability may interfere with their ability to take notes. They may not be able to take their own notes because they may have to watch a sign language interpreter closely, they may have low vision or have very limited use of their hands, or they may have difficulty listening and writing at the same time.

Disability Support Services would like to stress two points. First, it's very convenient to be a volunteer note taker. You never have to give up your notebook or visit the Disability Support office for xeroxing. All you have to do is use the carbonless paper provided, which can be used by itself or with your own notebook paper. I will hand out instruction letters explaining this to all volunteers. If you prefer to type your notes or do it some other way, DSS can work this out with you.

Second, please don't feel that you have to be the best note taker in the world to volunteer. We're looking for people who write legibly, get the main points, and want to help.

Thank you for your support! If you have any questions about the student's accommodations, please call the student's counselor listed on the memorandum.