

## Letter to Volunteer Notetaker

Dear Notetaker,

Services for Students with Disabilities (SSD) wishes to thank you in advance for your efforts to assist a classmate. Please read the following information carefully.

### How to register as a note-taker and send notes:

- Copy and paste the following link into your browser: (<https://goo.gl/forms/GiZ4EvqpovAS8FmB2>). This will allow you to access the Volunteer Note-taker Registration form. Please proceed to fill out and submit the form electronically. After you have submitted the form, your name and additional information will be uploaded into our system, thus registering you as a volunteer note taker with SSD. At this stage, you can begin sending your notes.
- Provide your notes to SSD so that we can deliver them to the appropriate student. You can do this one of two ways:
  1. You may choose to email them to ([ssdnotetaker@gmail.com](mailto:ssdnotetaker@gmail.com)). (PLEASE place the course, section, and professor's name in the subject line. (ex: HIST 12, MWF 10AM, Smith)
  2. You can also scan written notes to ([ssdnotetaker@gmail.com](mailto:ssdnotetaker@gmail.com)) from a personal scanner or from a 'Pay-4-Print' station on campus. Please use the following format for the subject line: **Note taker name, class subject/section, class time, professor's last name, date the notes were taken** e.g **John Smith, HIST 10, 9:00 am-9:50 am, Lopez, 10-19-16**. The most efficient method is to first scan yourself the notes, then to forward the notes to the SSD note taker email (as listed above).
  3. **IMPORTANT:** Please **DO NOT send photos of your notes**. Many of our students use screen- readers to read electronic text and will not be able to access these types of files (e.g. JPEGs).

### SSD Student Responsibilities:

- Will attend all classes for which notes are received.
- Will be alert, attentive, and take their own notes to the best of their ability.
- Will notify SSD if there is a need to drop the class or be absent for a prolonged period of time (you will be notified if either of these events occur).
- Will not share your notes with anyone else.

### Confidentiality

By law, the student does not have to reveal his/her disability to you. Please be assured, however, that this student does have a disability that makes this accommodation appropriate.

## Receiving Priority Registration for FALL 2017 semester

**Priority registration allows you to register the first day of early registration.**

In order to qualify for priority registration you MUST: **1)** notify SSD that you are a notetaker by the 6<sup>th</sup> week of school, **2)** provide quality notes to this student for the full semester, **3)** provide notes for student access **within 48 hours** following the class, and **4)** notify SSD **within 48 hours** if there were no notes to be taken during the class period.

**Please note:** The student you are taking notes for will be contacted prior to the priority registration deadline to confirm that they have been receiving their notes in a timely manner. If it proves evident that you have not turned in quality and consistent notes throughout the semester, priority registration will not be awarded.

Thank you again for your services. Please feel free to email ([ssdnotetaker@gmail.com](mailto:ssdnotetaker@gmail.com)) or to call (559)-278-2811 with any questions or concerns.