

Volunteer Notetaker Procedures

The student identified on the cover letter has a verified disability that makes notetaking difficult or impossible.

Maintain the Student's Privacy:

- All information related to the disability and the individual with a disability legally must remain confidential.

Look for a volunteer in your class:

- Announce the need for a volunteer notetaker in class. (In almost all cases a student will volunteer to share his/her notes)
- Wait for someone to volunteer.
- **Note:** If there is more than one student in your course needing this accommodation, one notetaker is sufficient.

Example for class announcement:

"A student in this class has a disability that makes it difficult or impossible to take notes. Is there someone in class willing to share their class notes?"

[PAUSE ... If no one responds, please add]:

"Volunteer notetakers may be able to receive priority registration."

Please hand the volunteer the attached white form.

- THAT'S IT! The form will instruct the volunteer to contact Services for Students with Disabilities for further information.

Can we assist you?

If no volunteer emerges, or if you have any questions about the procedure, please contact Services for Students with Disabilities office at 278-2811 or email ssdnotetaker@gmail.com.

Thank you very much for your assistance!