



Note Taking Accommodation Guidelines

I will read these guidelines carefully so I can effectively use this accommodation to receive notes for class:

1. First, I must make an appointment with a DSPS counselor to obtain instructor letters (or **Confidential Memorandum** to instructor) for the upcoming/current term. If I am eligible and elect to use note taking as an accommodation, it will be noted on that memo. I will let the counselor know in advance if I do not plan to use this accommodation for a class.
2. An announcement memo may be attached to the Confidential Memorandum so that I may present it to my instructor at the same time. The announcement provides the instructor guidance.
3. The announcement will include:
 - A. *Please provide this accommodation by either:*
 1. *Providing your course notes, outlines, and/or class presentations covered in a class session to the student, or*
 2. *Identifying or asking for a volunteer in the class to share notes with the student. You may already know someone proficient at taking notes or you can make an announcement. You may have one note taker share notes with more than one DSP&S student depending on if the note taker uses technology or NCR paper for taking notes.*
 - B. **Please do not announce the name of the student with a disability to the entire class.**
 - C. *If you identify a student who will be the note taker, please provide him/her the name of the DSP&S student at the end of class. Next, send the note taker to DSP&S (BS 104) to sign up as the volunteer.*
4. Your instructor will provide your name to the identified note taker so that they will know who gets the notes. You may exchange contact information with that person to facilitate obtaining notes and for communication on days either may not be in class.
5. The note taker will share his/her notes with you the same day of class so you will want to assure the note taker of this understanding.
6. You may obtain notes in another fashion either from your instructor, or from a classmate that uses a laptop to take notes. A flash drive will be handy if you are getting notes in class from a laptop user or the instructor.
7. If you have any concerns with getting shared notes that you cannot resolve directly with that person or the instructor, then you can contact the DSPS coordinator for guidance.

I understand the guidelines outlined, and understand that my name may be provided to a classmate to facilitate this accommodation:

Student Signature _____ Student ID# _____

DSP&S Staff _____ Date _____