

Note-Taker Request Form

To request a note-taker as part of your approved accommodation please email this form to Selena Meints, Director of Student Disability Services at Selena.Meints@WilliamWoods.edu

Name _____

Student ID _____

Semester _____

Do you have this accommodation already approved? Yes or No

If no, please email before continuing application.

What classes do you need a note-taker for?

Class _____ Instructor _____

Class _____ Instructor _____

Class _____ Instructor _____

Class _____ Instructor _____

Class _____ Instructor _____

Do you have a classmate in mind already? Yes or No

Name of Student _____

If not, we will email your instructors with an announcement that they will read out loud in class (or by email) asking if anyone is willing to volunteer to take notes. Don't worry, your name will remain confidential at all times. The instructor *cannot* say your name during this announcement or your disability. He/she will *only* announce that a student in the class needs a volunteer to take notes for them.

Once the instructor has heard from a student that they will take notes, we will contact you to confirm we have someone. We will be in touch by email to discuss the logistics of having a note taker.

NOTE: This process may take up to multiple weeks. The earlier we get the request started in the semester, the better.

Please **email** this form to Selena.Meints@WilliamWood.edu

Or stop by my office in the Academic Building 109 to chat about this accommodation.