



## NOTE TAKING ASSISTANCE - GUIDE FOR FACULTY

The accommodation of note taking is a reasonable accommodation and is as important as any other accommodation requested. Note takers are generally peer students who are willing to regularly share copies of their notes.

A student may solicit his or her own note taker and may not need your assistance in announcing the request. However, if a student requests your assistance in obtaining a note taker, and has note taking as an accommodation, please either assign a note taker at your discretion or make a request to the class. Your request can be an announcement in the classroom or via e-mail.

When making this request, please keep the following points in mind:

1. Keep the announcement **confidential** by stating that the Office of Student Disability Services is seeking a note taker. You should **not** use the student's name.
2. This is a volunteer opportunity. For students who attend class and take notes regularly, this assignment is easy. Please mention these great perks in the announcement. There are benefits for being a volunteer note taker:
  - The satisfaction of knowing that you have helped someone.
  - The experience looks great on a resume!
  - Note takers report taking better notes and listening more attentively.
  - Tokens of appreciation are provided at the end of the semester for note takers who are consistent and timely.

Students who volunteer for this service should *inform you and meet with you* after class following the announcement.

There is a *separate form for the volunteer note-taker* to review, please hand them a copy or email this to the student.

If you receive **no** response to your request, **please make a second announcement**. It does sometimes take two attempts. If there are still no volunteers, please contact SDS and we can assist. If you have questions or concerns, please contact me at 573-592-1194.

Please feel free to contact us with the names of any volunteers who you believe should be recognized. We greatly appreciate your assistance!

**Selena Meints**, Director of Student Disability Services  
Academic Building 109