

Volunteer Note Taker Instructions

Thank you for volunteering to be a note taker for your classmate!

Everything will remain confidential so we cannot inform you regarding your classmate's disability or name.

This student has requested a note taker for their classes this semester and the instructor has been notified and has either emailed or announced in class this information. The instructor should have emailed you (or gave in person) this document to explain what this job entails.

As a volunteer note-taker your job duties include:

1. To provide clean, detailed, legible handwritten (or typed) notes to the student.
2. Find a simple method to scan, email, or hand the notes in person to the Office of Disability Services, Academic Building, Room 109.
3. Deliver notes in a timely manner-usually 24 hours after the class period- to our office so that the student can come pick up the notes.
4. Attend class regularly and remain in contact with our office. If absences occur, please inform our office, so that we can inform the student.

The student, instructor, and Student Disability Services, greatly appreciates your time and effort. You are making a huge difference in someone's life! Please come to our office at the end of the semester for a small gift. Thank you!

Please email me if you have further questions/concerns:

Selena Meints, Director of Student Disability Services

Selena.Meints@WilliamWoods.edu

Academic Building 109

573.592.1194