



Note takers Information for Faculty

The accommodation of note taking is a reasonable accommodation and is as important communication accommodation. Note takers are generally peer students who are willing to regularly share copies of their notes. Some students have an accommodation that they receive the notes from the instructor instead.

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 Accessibility Resources 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 (gift cards) 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 OSAR 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 Accessibility Resources (OSAR)
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