

Note taking as an accommodation

Note taking for a student with a disability is a common accommodation. Faculty assistance is often required to provide this accommodation. If a student needs a note taker, it will be noted on their academic accommodation form and the student will have signed a note taker contract.

The student may ask the faculty member to help identify a note taker. The faculty member should make a brief announcement in class. The announcement should be: “A note taker is needed in this course. If interested, please see me after class.” (The faculty member may also email the class roster with this request.) The faculty member would then direct the interested note taker to Academic Support Services. The note taker will receive an orientation which includes printed information, completion of hiring forms (note takers are paid 2 hours per week at minimum wage for the administration of the notes), and instructions on copier use.

In order to maintain the confidentiality of the student with a disability, the note taker is not informed of the identity of the student with a disability. Notes are placed in a folder in the Academic Support Services office. The folder indicates the name of the professor and class only. Note takers and students are asked to place and pick up notes a minimum of 3 times weekly.

Note taking as an accommodation

Note taking for a student with a disability is a common accommodation. Faculty assistance is often required to provide this accommodation. If a student needs a note taker, it will be noted on their academic accommodation form and the student will have signed a note taker contract.

The student may ask the faculty member to help identify a note taker. The faculty member should make a brief announcement in class. The announcement should be: “A note taker is needed in this course. If interested, please see me after class.” (The faculty member may also email the class roster with this request.) The faculty member would then direct the interested note taker to Academic Support Services. The note taker will receive an orientation which includes printed information, completion of hiring forms (note takers are paid 2 hours per week at minimum wage for the administration of the notes), and instructions on copier use.

In order to maintain the confidentiality of the student with a disability, the note taker is not informed of the identity of the student with a disability. Notes are placed in a folder in the Academic Support Services office. The folder indicates the name of the professor and class only. Note takers and students are asked to place and pick up notes a minimum of 3 times weekly.