

## Sample Notetaking Guidelines

Note-taking is an integral part of the learning process. However, some students may be unable to take notes in class. If writing notes in class is a barrier because of your disability, you may be eligible to have note-taking as an accommodation.

### Arranging for notetaking as an accommodation:

Once you have met with a disability specialist and have been determined eligible for this accommodation, follow these procedures carefully:

- Ask a classmate directly to make copies of notes to share with you.
- If you feel uncomfortable asking someone directly, ask your instructor to make an announcement requesting a volunteer who is willing to share his or her notes with you.
- Go by the disability service office and get a copy of the note-taking announcement.
- Ask the instructor to read the announcement at the beginning of two class periods.
- Meet the notetaker after class and discuss how you will get a copy of his/her notes.
- Options include:
  - Photocopying at the disability service office
  - Asking the student to email you a scanned or electronic copy of the notes
  - Using carbon (NCR) paper, make two copies of the notes immediately. (Ask a disability specialist if you'd like to use NCR paper.)
- Make sure to thank your notetaker and ask him or her to register with the disability service office to get a letter of volunteer service for providing assistance to you.

### Your Responsibilities

If you are using notes from a classmate, make sure you meet your obligations:

- Be in class each day. The notetaker is not required to share notes if you do not attend class.
- Let the notetaker know how the notes are working for you. Inform the disability service office immediately if your notes are ineffective.
- Don't share the notetaker's notes with anyone else. This is a special accommodation and not all students are allowed to benefit from it.

### Notetaking Announcement for Course Instructor

Please assist \_\_\_\_\_ in locating a classmate who would be willing to share notes with this student. Make the following announcement at the beginning of TWO CONSECUTIVE class periods:

A volunteer is needed for a student with a disability in this class. If you consider yourself a good notetaker and are willing to share a copy with a student with a disability, please meet me and the student in the front of the room right after class ends today. The disability service office will formally recognize your volunteer service at the end of the semester. Thank you.

***(Please do NOT include the student's name as part of the announcement.)***

## **Notetaker's Role**

You are providing a wonderful service that will assist a student who faces special challenges in taking notes in class! Thank you for being a champion for this student!

- Attend class on a regular basis and take comprehensive, legible notes.
- Decide how you will share your notes with the student with a disability:
  - Email notes.
  - Use carbonless copy paper. The student can bring NCR paper so you can share notes immediately after class.
  - Make copies at the disability service office.
- Share notes with student at least weekly.
- Register with the disability service office by completing the form as soon as you can. The disability service office will send you a letter to thank you for assisting another student.
- Ask the student if the notes are working well.
- Don't tell anyone for whom you are taking notes. Students have a right to privacy and how their personal information is shared.
- Let the disability service office know if you have questions.