Note Taking Accommodation Contract

1. The student receiving services is responsible to give the Employment Letter for Note Taker to his or her instructors to be read in class.

2. The student receiving services is responsible to check with the DLRC to find out if anyone has volunteered to take notes.

3. Attendance is required of both the student receiving services and the note taker; the student is expected to take notes as well.

4. The student receiving services is responsible for informing the DLRC should they or their note taker drop the class.

5. The student receiving services is responsible for informing the DLRC if the notes they are receiving from their volunteer note taker are unsatisfactory.

6. I understand that notes will be emailed to my Eagles email address.

Options for finding a note taker:
1. Wait until someone responds to the request letter and reports to the DLRC.

2. Ask the instructor if he or she would recommend a student in the class to take notes for you and then have that student report to the DLRC.

3. Ask a student in your class to be your note taker then have the student report to the DLRC.

If a note taker is not found:
1. Ask the instructor to read the Employment Letter for Note Taker again to the class.

2. Ask the instructor if he or she would be willing to share lecture notes or PowerPoints.

3. Contact the DLRC so they may work toward another solution.

I have read and understand the above responsibilities regarding my note taking accommodation.

Student’s Signature ___________________________ Date ______________

Disability and Learning Resource Center
Administration Building, Suite 114
(949) 214-3039 ~ DLRC@cui.edu
# Note Taking Accommodation Schedule

Student’s Name ______________________ Date ______________ Assigned # ______________

Semester _______________ Year _______________ Email ______________________________

**Classes needing a note taker:**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Course Number</th>
<th>Units</th>
<th>Days</th>
<th>Class Time</th>
<th>Instructor</th>
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A DLRC Staff member has reviewed this document with me and I concur. I have also read, received, and agreed to my responsibilities.