

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. The student receiving services is responsible for informing instructors when a note taker has volunteered.
4. Attendance is required of both the student receiving services and the note taker; the student is expected to take notes as well.
5. The student receiving services is responsible for informing the DLRC should they or their note taker drop the class.
6. The student receiving services is responsible for informing the DLRC if the notes they are receiving from their volunteer note taker are unsatisfactory.

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 _____

Note Taking Accommodation Schedule

Student's Name _____ Date _____

E# _____ Cell # _____ Assigned # _____

Fall _____ | Spr _____ | Sum _____ Email _____
Year Year Year

I prefer my notes (please initial one):

- _____ I will meet the note taker and receive my notes directly from them
- _____ Have the note taker drop off the notes to the DLRC and I will pick them up using the numbered envelope system that is confidential
- _____ Have note taker email notes to DLRC and DLRC will email them to me
- _____ Have the note taker directly email the notes to me
- _____ Other (please explain): _____

Classes needing a note taker:

Class Title	Course Number	Units	Days	Class Time	Instructor	Student Note Taker

A DLRC Staff member has reviewed this document with me and I concur. I have also read, received, and agreed to my responsibilities.