Notetaker Services Procedure

DSS encourages the student to take a proactive part in developing a relationship with the professor and the notetaker in order for the notetaker process to operate smoothly. DSS will make a “good faith” effort to fill each request for the needed notetaking services and will make an effort to contact a student as soon as a notetaker has been secured.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.

2. Provide appropriate documentation validating the request for notetaker services.

3. Complete a Notetaker Request Form specifying the courses for which a notetaker will be needed.

4. Deliver the accommodation letters of the courses for which notetakers have been requested to professors at the beginning of each semester. These letters will include the notetaker announcement and application instructions. Discuss the following with each professor:
   a. Discuss the notetaker procedure to the professor.
   b. Elicit the professor’s assistance and support finding a reliable notetaker.

5. With the professor’s permission, use an audio-recorder as an alternative until a notetaker is successfully found. DSS will do its best to secure a notetaker, but there may be instances in which a notetaker cannot be secured.

6. If there is a classmate the student would like to be his/her notetaker, and the classmate has accepted the invitation, the student should instruct the classmate to come to DSS to complete the necessary paperwork.

7. If the student has not heard from DSS with regard to the status of service, contact DSS to keep abreast of the situation.

8. Make arrangements with the notetaker for obtaining copies of class notes. It is recommended that the student and notetaker exchange contact information
(phone numbers and email addresses) at this time. *Notes cannot be dropped off at DSS.*

9. Attend class on a regular basis. Notetaking is a supplemental accommodation; therefore, class attendance remains the student’s responsibility. Notetakers are not required to provide notes for missed classes unless approved as a disability-related academic accommodation.

10. Contact DSS when there is a problem with notetaking services or in the event that services are no longer needed. Examples of problems with notetaking services might include, but are not limited to:

   a. a professor who will not read the notetaker announcement;
   b. a notetaker who is not providing adequate notes or drops the course; or
   c. a course where there are no volunteers to take notes.

**DSS Responsibilities**

1. Verify that a student who requests notetaking services is registered with DSS and eligible to receive this accommodation.

2. Prepare accommodation letters for the student to provide to his/her professors which include the notetaker announcement and application instructions.

3. Once a notetaker for a course is found, contact the student and the notetaker to introduce them to one another.

4. Assist the student in resolving any problems that may occur in the process.