



STUDENTS WITH DISABILITIES SERVICES

Note Taker Accommodation Procedures: Faculty

Note taking accommodations are provided by fellow students enrolled in a class who volunteer to be a note taker for a classmate with a disability. If a student approaches you regarding a note taking accommodation, SDS suggests making (or posting on course management software) the following confidential announcement:

“For reasons of a disability, a fellow student has requested assistance with note taking. If you are willing to provide a copy of your notes to me so that these notes may be used by a student with a disability, please contact me.”

Instructors should take care to make/post such an announcement without disclosing the identity of a student with a disability.

If after making the announcement twice no one volunteers, please instruct the student to contact his/her SDS Coordinator. The SDS staff member may contact you directly to discuss options.

Note taking is most effective when a student who needs a note taker works directly with the volunteer providing the notes. If however, a student wishes to receive notes anonymously, the student may ask the instructor to assist with the distribution of notes. If distributing notes on behalf of a student causes concern, please contact the SDS coordinator listed in the student’s memo of accommodation. That individual will work with you to gain access to your course rosters such that SDS can make the announcement on your behalf.