

Dear Professor,

A student in your course has been approved for notetaking assistance due to a documented disability. Please make an announcement that a volunteer notetaker is needed in class; you can also select a student in the class if there are no volunteers. When making the announcement, please do not release the name of the student who needs the notes, as their identity is confidential. Once a student has volunteered, please refer them to South 202 to pick up a carbon copy notebook and to fill out employment paperwork. Our office offers \$200 to any student who takes notes for the whole semester. Please be sure to announce in class that this is a paid position- it might encourage more students to volunteer for it!

Please refer to the paragraph below when making an announcement for a student notetaker:

“Student Accessibility Services is looking for a notetaker to take notes for a fellow student in this class. The student volunteer will receive a \$200.00 payment at the end of the semester for their services. If anyone would like to volunteer for this position, please go to SAS, room South 202, to sign up.”

If a student does not volunteer in the class, you may also pick a student at your own discretion. If you are still not able to find a notetaker, please tell the student who is receiving the adjustments to speak with us about coming up with another alternative!

Thanks,
SAS Staff

Student Accessibility Services
Phone: 203-285-2231