

NOTE-TAKING REQUEST FORM

Student's Name: _____ Date: _____

Phone#: _____ EMPLID: _____

Email: _____

Overview: Note-taking services are provided to registered AccessAbility Center/Student Disability Services (AAC/SDS) students, who have been granted this as an accommodation by the AAC/SDS staff. Please be aware of AAC/SDS' note-taking guidelines to ensure timely and efficient provision of these services (i.e., guidelines that were provided during your intake session).

Options for Securing a Note-Taker **(check one):**

1. Request AAC/SDS staff make an anonymous classroom announcement for a note-taker;
or
2. Ask your instructor to make an announcement on your behalf, *or* approach a peer in the classroom and ask him/her if he/she is comfortable doing so.*
(*If you select to find your own note-takers, it is important that they come to the AAC/SDS promptly—typically within 24 hours—to complete all needed AAC/SDS and HR paperwork.)

Course Information: list all classes for which you are requesting note-taking services

Course 1

Class Title: _____ Course Number and Section: _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note-Taker's Name (if known) : _____

Course 2

Class Title: _____ Course Number and Section: _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note-Taker's Name (if known) : _____

Turn Over →

Course 3

Class Title: _____ Course Number and Section: _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note -Taker's Name (if known): _____

Course 4

Class Title: _____ Course Number and Section: _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note-Taker's Name (if known) : _____

Course 5

Class Title: _____ Course Number and Section: _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note-Taker's Name (if known): _____

Reminders:

- It is imperative that students fully understand all note-taking policies and procedures, which were provided during your intake session. If you need clarification, please speak with AAC/SDS staff, and/or refer to the *Note-taking Handbook* before signing and submitting this request.
- You are responsible for picking up your notes weekly from AAC/SDS during business hours
- Having a note-taker does not excuse you from attending the class
- If you withdraw from a course, please inform the AAC/SDS staff promptly
- If any issues arise with receiving your notes, or if the notes do not meet your needs, please notify the AAC/SDS immediately

For internal office use only

[] Scheduled for class visits and entered on calendar if applicable Initials _____ Date: _____

[] Entered into Master Note-taking Spreadsheet Initials _____ Date: _____