

## **Procedures for Requesting a Note-taker (Revised)**

One of the more frequently requested accommodations is providing some students with a note-taker. Students with certain disabilities have difficulty taking notes for a variety of reasons—some need to concentrate fully on the lecture and are distracted by writing; some cannot recognize key points; and some have a disability that interferes with the physical process of writing. There are a number of ways in which instructors can accommodate the needs of these students. The following suggestions are offered for your consideration:

1. **Recruiting a Classmate to Take Notes:**

This can be done by making an announcement in class such as:

“A student in this class needs help with note-taking. Is there anyone willing to provide this kind of help? Please see me after class. Thank you.”

The student who needs notes taken can provide you with a notebook that has NCR paper in it.

The note-taker writes notes in the book and then tears out the top sheet for their notes and continues taking notes on subsequent pages, following the same process of tearing out the top sheet.

At the end of class, the notebook is given back to the professor.

The student then picks up the book on their way out of class or they may choose to stop by your office to pick it up.

Some professors offer “extra credit” for class participation as an incentive. So far this practice has worked out well in recruiting note-takers.

2. **Professor Prepares Material in Advance:**

Another solution for some students with disabilities is to receive a copy of professor’s lecture notes or an outline of the main points to be covered in class.

3. **Notes copied in the Office of SDS:**

Our office can make copies of notes for students. If a volunteer is able to come to our office, we will make a copy of the notes and provide that copy to the student requesting a note-taker.

4. **Use of laptop by note-taker:**

Some professors allow students who take notes for others in their classes to use a laptop for note-taking purposes. The note-taker can then email the professor the notes for the class and the professor can then forward the email to the student who has this accommodation.

It is the student’s responsibility to contact you to discuss this accommodation and work out a plan how they will retrieve the notes.