

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

## **INSTRUCTOR GUIDELINES TO FACILITATE FINDING A NOTETAKER**

To Professor: \_\_\_\_\_

Re: \_\_\_\_\_, a student in your \_\_\_\_\_

class (Class Number # \_\_\_\_\_) who needs a notetaker.

Some students with disabilities have great difficulty or are unable to take notes for themselves. In those cases, the students need someone else to take their notes. Most two- and four-year colleges are unable to pay notetakers and choose to use a volunteer notetaking system instead. In this system, a non-disabled student already in the class is asked to give the disabled student a copy of their notes at the end of each class session. The Special Services office encourages our students who need this service to ask someone sitting near them to be their notetaker. Occasionally the student needs your help in finding a notetaker. This memo will give you some ideas about how to choose a volunteer notetaker.

Please remember that this is a critical need which must be completed by the end of the first or second class meeting. Being the instructor puts you in the best position to locate not only a notetaker, but someone who is likely to be competent and serious about the class. **If you are unable to find a notetaker, please notify the Special Services office ASAP.**

Here is a suggested scenario for making the announcement:

1. To help find students who would be more likely to be good candidates, ask students to stay after class who:
  - a. are close to transfer to a CSU or UC or
  - b. have a GPA of 3.0 or higher or
  - c. are majoring in the class subject or
  - d. have completed 30 or more units or
  - e. any combination of the above
2. Without mentioning the disabled student's name, tell the students who stay after class that one of their classmates has a disability that makes it difficult to take notes and needs a volunteer notetaker.
3. It is fine if more than one person volunteers. This will allow for a backup in case the primary volunteer is sick or drops the class, but do choose who will be the primary notetaker.
4. Give the volunteer the information sheet attached to this form and send them to the Special Services office to get all the details.

On behalf of the student, thank you very much for your assistance.

Special Services