Note Taker Information

Professor ________________________________  class _____________________

________________________________ has been approved to receive a copy of class
notes in this class.

When you ask for a volunteer note taker, please remember that this
accommodation, like others, is a confidential request. The name of the requesting student
should not be revealed—unless the student opts to do that him/herself, and some will.
Others will protect their confidentiality stridently. (If you prefer, you may provide a copy
of your notes. If your notes are provided as a part of the class structure [on-line,
Blackboard, etc.] that fulfills the request for notes.)

Generally, to provide a copy of class notes for a student with a disability:

1. Tell the class “a student in the class needs a copy of class notes.” The
   University has approved this service.
2. A note taker needs to attend class regularly, be a serious student, be
dependable, and have legible handwriting.
3. S/He should photocopy notes at Elon’s expense, and file the notes in the
   Academic Advising Center twice a week if not after each class.
4. If you have more than one student requesting notes in the same class, just ask
   the note taker to make the appropriate number of copies.
5. It is advisable to have a stand-by note taker in case the appointed note taker
   misses class.
6. Send the note taker to the Academic Advising Center, Duke 108 to review our
   procedure for note copying and exchanges.
7. Notes are to be provided as of the day you receive this notice.

The student receiving the notes is instructed to take notes as well, concentrating
on main points and getting as many details as possible, but relying on the provided notes
for those details that are missed.

Professor: To help us monitor and improve the efficacy of our class note system,
please complete the form below and return it to Susan Wise, CB 2251, as soon as
possible.

______________________________________  ___________________________
note taker’s name                      note taker’s phone number

________________________________________
note taker’s email address