

# Instructor's Information:

## RESPONSIBILITIES:

- Designate one person to supply his/her notes for students approved for this accommodation in your class. Below are some suggestions for doing this:
  - Make an announcement without identifying the student needing the service, that a note taker is needed:

“The Accessibility Resources Office is seeking a student that will provide copies of his or her notes for this class. In return the student can receive certification for 15 volunteer hours for this course. You must take good notes that are easy to read and you should attend class regularly. If you are interested contact me as soon as possible.”

- Approach a student that you believe would best fit the role and request assistance in filling the vital class need.
  - Ask if the student already knows of a classmate willing to supply copies of their notes.
  - You may choose to supply the student with copies of your notes, course outline, or review his/her notes for appropriateness if a note-taker can't be found.
- Complete the Instructor's information page and send back directly to [accessibilityresources@longwood.edu](mailto:accessibilityresources@longwood.edu) or [mooneysc@longwood.edu](mailto:mooneysc@longwood.edu)
  - If the student who is receiving notes wishes to remain anonymous, be sure that you have indicated this on the instructor's form.
  - This form can be found on our website. Look under accommodations, then note taking. <http://www.longwood.edu/accessibility/accommodations/notetaker-services/>

## **INSTRUCTOR'S FORM: NOTE TAKER ACCOMMODATION**

\*This form should be completed and returned to Accessibility Resources Office (ARO) by the instructor\*

### **Instructor Information**

Instructor's Name:	
Instructor's Phone Number:	
Instructor's Email:	
Course and Section (ex. PSYC 101-01):	

### **Student Receiving Accommodation**

L-Number of Accommodated Student:	
Does the student wish to remain anonymous?	Yes                      No
How will the notes be delivered to the student?	Note taker emails notes to ARO
	Note taker gives notes to professor to give to student
	Note Taker gives notes directly to student (will only occur if the student has waived their right to anonymity)

### **Note Taker Information**

Assigned Student Note Taker's Name:	
Note Taker's Email Address:	

BY SIGNING BELOW, I UNDERSTAND THAT THE ABOVE STUDENT WILL RECEIVE COPIES OF NOTES FROM THE NOTE TAKER THAT HAS VOLUNTEERED.

Instructor's Signature:	
Today's Date:	

Please direct all note-taking questions to the Accessibility Resources Office (ext.2391) or [accessibilityresources@longwood.edu](mailto:accessibilityresources@longwood.edu).