



## Volunteer Note Takers

A Volunteer Note Taker is a student within the same class as the student requesting this service that will assist with note taking.

### Request Process:

- ❖ Student must be enrolled at the Disabled Student Program and Services.
- ❖ This service must be requested each semester.
- ❖ Once the service has been requested, an anonymous and confidential email will be sent to instructor who will then read the Volunteer Note Taker Request Letter to the class.
- ❖ The only time the name of the student requesting this service is disclosed is when the student has given verbal consent to do so.
- ❖ Students who are interested in assisting peer with note taking must come in to DSPPS office and provide their contact information to the DSPPS Specialist and will be provided NCR Paper.
- ❖ If a Volunteer Note Taker has been assigned, a copy of the notes he or she is providing for the student must be submitted to the DSPPS Office every week.
- ❖ All notes written by the Volunteer Note Taker must include the student's name (if the VNT knows the name of the student), the course and your name.

### Guidelines:

- ❖ Note Takers are not allowed to provide tutoring, instructional support or editing student's work.
- ❖ No notes will be provided to the student who has requested this service if he/ she is absent.
- ❖ It is the student's responsibility notifying DSPPS office of any adjustments or changes to their schedule.

*\*If student is not attending class and has not contacted the DSPPS Office and/or has not responded to several attempts to contact them by the DSPPS office this service could be suspended for the class that was requested. \**