*This informational sheet is included in the note taker packets available at the DSS Office.  As the previous page explained, you have options for obtaining a volunteer peer note taker.  If having the professor make an announcement in class is the method you choose, you need to circle option one or option two below so the professor understands your preference.  Please read this page carefully, then click "Next" at the bottom of the page to continue.*

Volunteer Peer Note Taker Announcement

Dear Professor,

A student in your class has a documented disability that impacts his or her ability to take comprehensive notes for himself or herself.  The Disability Support Services Office is requesting your assistance in locating a volunteer peer note taker.  Please make the following announcement to your class.

Thank you,

Aaron Hodukavich, Disability Support Services Director

1. The student does not want to be identified to the class, so please read the statement generically as written below.
2. The student does not mind being identified to the class, so please insert the student's name into the statement written below.

The Disability Support Services Office has asked that I make the following announcement to the class.

A student in this class has a documented disability that impacts his or her ability to take comprehensive lecture notes.  The Disability Support Services Office is requesting that someone, preferably two of you, volunteer to share your notes.

You do not have to do anything different than you would do for yourself, unless you choose to do so.  The Disability Support Services Office will provide you with NCR paper.  NCR paper is a carbonless, 2-part, 3-hole-punched, lined notebook paper.  After you have completed the class for the day, you keep a copy and give the student with a disability the other copy.  This way you do not have to go in search of a copy machine.  If you would rather not use this FREE paper and want to use a copy machine, the Disability Support Services Office will make copies for you.

Is there anyone who would be willing to volunteer his or her notes?

If yes - then hand the student(s) a packet.

If no, say - If you are interested, but are not sure of the process or requirements or have questions, please contact the Disability Support Services Office in Gaiser Hall, Room 137 for further information.

*Click "Next" to continue.*