



Disability Services
 P.O. Box 3300 • Somerville, New Jersey 08876-1265
 Phone: 908-526-1200 x8921 • Fax: 908-526-3494
 Email: Disabilityservices2@raritanval.edu

Note-taker Request Form

INSTRUCTIONS: Students are advised to meet with each professor to determine the need for note taking during the first week of class. Please complete and submit this form along with the attached agreement as soon as possible, as the process of coordinating note taking support can take up to two-three weeks. If you have any difficulty with this process, contact Disabilities Services, College Center room c-143 or email disabilityservices2@raritanval.edu

Student Name _____

Student ID# G _____

Email _____

Indicate how you like to receive notes (check one):

- Anonymously. I prefer to (pick one): pick up my notes have notes emailed to me
- Directly. I prefer to coordinate with the note-taker directly.

Course Title <i>i.e. BIOL 120</i>	Course CRN <i>i.e. 12838</i>	Course Day <i>i.e. MTWTHFS</i>	Course Time <i>i.e. 12:00p2:00p</i>	Instructor's Name <i>First and Last</i>

Student signature: _____ Date: _____

For office use only:

Course Title	Note-taker Assigned	Note Taker Email

Note-taking Services Agreement

In accepting note-taking support, I agree to the following terms and conditions:

- I will pick up my accommodation letters from DS at the start of the semester and will present my professors with my accommodation letters soon after.
- It is my responsibility to request a note-taker after attending class, presenting my accommodation letter to my professors, and determining if there is a need for note taking support.
- Note-takers are approved for one semester. I acknowledge that I am required to renew my request each semester by completing the Note-taker Request Form and Agreement. I understand that I will not receive note-takers until both forms are submitted to Disability Services (DS).
- I will notify DS immediately if I drop or add a course requiring note-taking.
- I understand that it takes two-three weeks to identify note-takers and that if I add a course after the start of the semester there will likely be a delay before a note-taker is in place.
- Should I choose, I can make myself known to my note-taker and arrange to pick up notes directly from him or her. Otherwise, I may remain anonymous and understand that notes will be available to pick up or via email.
- If I find that I no longer need notes I will let DS know immediately so that note-taking support can be cancelled.
- If a note-taker is absent, or a note-taker has not yet been identified, I may use a recording device until the note-taker returns or is hired.
- Note-takers are only available for taking in-class notes. I will not request anything additional of my note-taker(s), such as organizing notes, or typing papers.
- I will notify DS immediately if there are any problems with the quality or timing of notes taken for me.
- If applicable, I will pick up notes from DS on at least a weekly basis; I acknowledge that failure to pick up notes for three consecutive weeks, without a reasonable and timely explanation, may result in cancellation of note-taking support.

I agree to the above terms and conditions of the note-taking support being provided to me.

Student signature: _____

Date: _____