Notetaker's Duties and Responsibilities

Notetakers are provided as a reasonable accommodation for students with documented disabilities that interfere

act as a notetaker is greatly appreciated by the University. Thank you for your assistance!

- 1. Notetaker accommodation is a confidential service. If you are aware of the student you are providing notes for, do not disclose to anyone the name of the student or any information about that student.
- 2. If for some reason you are not able to attend class, you are required to get a substitute notetaker. If you have difficulty doing so, you should inform the instructor so alternative arrangements can be made. Please share the with the substitute to ensure they provide the proper level of notetaking service.
- 3. Notetakers are expected to take notes that are neat, detailed, and thorough using a dark pen.
- 4. Stay mentally alert in class! If you miss an important piece of information, the student which you are taking notes for could suffer as a result.
- 5. Notetakers are not paid for classes missed, where there is a test or when there are not notes to take.
- 6. You will need to submit your notes at the end of each class to the instructor unless



Notetaker Verification Form

Class:	Instructor:		
Student requesting notetaker:	*Notetaker's Name:		
Specify the format of the course. Please circle.			
Semester Block Modular Hybrid			
Date:	Date:		

The notetaker must complete a W-9 form and return it to the instructor before the completion of the course. Please return both forms (W-9 and the Notetaker Verification Form) to the Office of Disability Services at the COMPLETION of the course to ensure payment.

* If for some reason the assigned notetaker is not able to attend a class, they are required to get a substitute notetaker. Substitute notetakers will also be compensated and will need to complete a W-9 form to ensure payment. Instructors should indicate which dates the substitute provided notetaking services on the

Signature of Instructor:	Date:

NOTE Payment Scale:

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