

8/29/23

Class Notetaker Form

Return completed form to dsp@du.edu or drop it off at Student Disability Services (Driscoll South, Suite 22-level below the bookstore)

Class Information

Course number, section, and instructor: _____

Year: 20____ Quarter: Fall Winter Spring Summer

You have been asked to supply classroom notes for a student/students with a disability through Student Disability Services (SDS). SDS greatly appreciates any person who volunteers to take notes. The following is an agreement between SDS and the notetaker.

Notetaker Agreements

Confidentiality:

All students have the right to confidentiality. When appropriate, you may inform your professor that you are a notetaker for SDS. Do not disclose the student's name to ANYONE who is not an SDS staff member.

Communication:

Communicate with SDS and your instructor immediately if you are unable to attend class for any reason, so that SDS can arrange for a substitute notetaker. If you miss more than 2 classes without making alternative arrangements for notes, you will no longer be eligible for the stipend.

You are responsible for uploading notes to the Accommodate Portal within 24 hours of the end of the class period. All notes must be uploaded to the Accommodate Portal. If you need to scan handwritten notes, we can recommend free scanning apps.

Email SDS immediately if you drop the class for which you are taking notes.

Notetaking Practices

- Handwrite your notes legibly, or type in a sans-serif font.
- Be sure all notes are clearly stated, accurate and thorough.
- You may not upload Slides or simply copy the content on slides without any additional notes or context. You must provide information the instructor shares verbally and that is contributed to class discussions in addition to materials included on the Slides. This includes but is not limited to information emphasized or repeated by the instructor; new/important terms, definitions, or examples; listed items, diagrams, numbers, and procedures; etc.
- When submitting notes, record the date of the class session.

This agreement must be returned to SDS within two (2) weeks of recruitment.

This agreement is void if:

- The notetaker misses more than two classes without making alternative arrangements outlined above.
- The student receiving notes does not attend three (3) consecutive classes, or drops the course.

Please note that student athletes are not eligible for the bookstore stipend, though they are still welcome to be notetakers. Student athletes or those ineligible for a stipend may contact SDS for a certificate of community service.

Notetaker Name: _____

Notetaker DU ID Number: _____

DU E-Mail: _____

I agree to provide a complete set of notes per the guidelines above within 24 hours of each class meeting.

- I waive bookstore credit and would like a certificate of community service.
- I accept bookstore credit.

Notetaker signature: _____ Date: _____

DSP Use Only:

Date Processed:

Staff: