

Instructor Directions Regarding a Note Taking Accommodation

- Please announce the need for a note taker in your class.
- You may also send an email to the class rather than make an in-class announcement.
- The identity of the DRC student needing the notes must be confidential unless indicated otherwise by the DRC student.
- Please provide the identified note taker with our website where they can find the Notetaker Agreement form under the “Forms” page: <https://canadacollege.edu/disabilityresourcecenter/forms.php>. They can also email us directly at canadadrc@smccd.edu.
- You may also choose to facilitate the transfer of notes from the peer note taker to the DRC student.

Sample Script

“I am requesting a student to serve as a notetaker in this class for a student with a disability.

If you are eligible to work in the US, you will receive a stipend of \$100 per a class. Since you will be getting paid by the college, you can place this as job experience on your resume, which looks great on future job applications. You can also mention this as community service in your transfer applications.

However, you can also choose to volunteer your service if you do not want to get paid.

If you are interested in serving as a note taker for this class please see me after class or email me as soon possible.”

**** If a volunteer does not come forward after the add/drop date OR within a week, please contact canadadrc@smccd.edu to make alternative arrangements.***