



Disability Support Services

Notetaker Request

STUDENT INFORMATION

Name _____ SID _____
Email _____ Phone _____

CLASS INFORMATION

Name of Class _____
Day/Time _____
Quarter/Year _____

The notetaker is a fellow student in your class(es). His/her only responsibility is to provide you with a copy of notes.

- 1. You are required to attend all your classes. Note-taking services are provided to supplement (not replace) your class participation.**
2. When you meet with the notetaker in your class(es), it is your responsibility to send them to the DSS office to complete a notetaker application.
3. You may not request notes for classes you do not attend.
4. If you drop a class or change your schedule, it is your responsibility to inform the notetaker and DSS immediately.
5. If you are not satisfied with the notes, you should first discuss the problem (e.g., legibility, organization, completeness) with the notetaker. If you decide you need to replace the notetaker, please contact DSS for assistance.
6. Please contact DSS if a notetaker is not found by the first week of the quarter.
7. Inappropriate behavior of the DSS student (such as berating the notetaker or calling at home to complain) is a breach of the student conduct code and will be addressed as such.

By signing, I agree to all of the conditions stated above.

Student's Signature

Date