**Why Note Taking Accommodations?**

Many disabilities including, mobility, vision, ADHD, and learning, cause barriers to comprehending material and recording information. The note taker accommodation provides a student with access to instructional material that would otherwise be missed. Note taking support can be provided in many ways including receipt of a peer or instructor’s notes.

Approximately 45% of youth with disabilities now attend postsecondary education institutions within 4 years of graduation from high school, with the largest majority of those students being students with LD.

---

**Note Taker Accommodation Process**

- Student receiving notes must be registered with CAS, and agrees to attend class and take notes in all classes, as possible.

- A CAS coordinator, working with the student, will determine if the student qualifies for this accommodation.

- CAS student provides the Volunteer Note Taker form to the professor when discussing accommodations.

- Professor circulates form during class and returns to CAS offices.

- CAS will contact volunteer note taker and discuss notetaker duties.

- **CAS student and Note Taker remain unaware of each other’s identity.** The Note Taker will send notes to Coordinator and CAS student will receive notes from the Coordinator

- Contact CAS Notetaking Coordinator if you are not receiving notes – the sooner the better.

---

**Professors’ Involvement**

To recruit a volunteer note taker:

- A registered CAS student will speak to you about their notetaking accommodation. *(CAS students sign an agreement to not share notes received.)*

- Request volunteers by following methods: through a class announcement or class email, recommend a specific student, or provide instructor’s notes to the student.

- Pass the Volunteer Note Taker form around the class. *(Please remember to protect the student’s right to confidentiality.)*

- Return the form to our offices and CAS will arrange the transfer of notes.

- Work with the CAS student and CAS office in obtaining a note taker in a timely manner.

---

**RECRUITING TIP**

Sometimes it is difficult to get a volunteer notetaker. If a professor wants to provide an incentive (i.e. give extra credit to the notetaker) CAS offices can confirm with professor that the note taker is fulfilling their obligations as a note taker.

---

**Volunteering to be a Note Taker has its Advantages!**

Early registration  Resume builder  Earn community service hours