

GUIDELINES FOR
REQUESTING VOLUNTEER NOTETAKER
Disability Resource Services
California State University, Stanislaus
(209) 667-3159

The student named in the attached memo has a verified learning disability which prevents him/her from taking effective notes in your class. We are, therefore, requesting your assistance in identifying a volunteer from your class who would be willing to share his/her notes with this student.

Disability Resource Services will provide NCR notetaking paper which provides an original for the notetaker and a copy for the student with the learning disability.

For your convenience, the following is a suggested format for announcing this request to your class:

“A student in this class has a disability which prevents effective notetaking. A volunteer is needed to share their notes. Self-duplicating notetaking paper will be provided to you. The skills required are college-level, descriptive note-taking. You are not responsible for the student’s grade, but your notes are important to the student’s performance. I would like a volunteer to identify him or herself at this time.” (Give notetaking paper directly to the volunteer.) “Please remain after class to meet with the student to make arrangements for future notes.”

Because identification of the student or his/her disability to the class would violate his/her confidentiality, your assistance and discretion in this matter is appreciated.

If you have any questions or concerns, please feel free to contact the Disability Resource Services Office for assistance. Thank you in advance for your sensitivity to this student’s special needs.

Revised: 5/03