



TEXAS TECH UNIVERSITY
Office of the Provost: Division of Undergraduate Education & Student Affairs
Student Disability Services

Notetaking Services

There is a student in your class who has qualified for the services of a notetaker through Student Disability Services. Please assist us in enlisting student volunteers from your class to take notes. Do not call attention to the student or single out him or her. Confidentiality is key.

Instructors, read this out loud to your class to find two notetakers:

The following is an announcement from Student Disability Services. There is a student with a disability in this class who requires the services of a note taker. If you are willing to provide a copy of your notes to this student for the rest of the semester, you will be provided with a carbonless notepad that will enable you to simply take your own notes, while an automatic double copy is made. If you are a good note taker and are interested, please talk to me after class so that I can arrange to get the carbonless notepads to you. At the end of the semester you will be eligible for a commendation letter from SDS which provides documentation for your volunteered service. In order to protect the student's confidentiality, please understand that as note takers you will not be aware of the student's identity. You will give me a copy of the notes after each class period and I will then share them with the student.

Note:

- If the student needing notetaking services is absent or sleeps during class, that student is *NOT* eligible to receive the notes for that day.
- Alternately, the notetaker can take notes on a laptop and email them to you to be forwarded to the student needing services.
- If you use lecture notes or Power Point presentations regularly, you may give the student a copy *PRIOR* to the lecture.
- Notes must be made available to the student within 24 hours of the class period.



Form for Notetakers

Thank you for volunteering to take notes this semester. Student Disability Services would like to recognize your efforts by providing you with a letter of commendation which could be considered for volunteer service hours and enhance your résumé. Before the end of the semester, please return this form to Student Disability Services in 335 West Hall.

For more notetaking resources, visit www.depts.ttu.edu/students/sds/notetaking.asp

Student's Name (printed)

Student's Signature

Date

Class Name

Instructor's Signature

Date

For questions, contact Student Disability Services at 806.742.2405 or sds@ttu.edu