



**Office of Accessibility Resources
Note Taking Request Form**

Please complete the table below, specifying the Courses/Number/Section/Professor of each course for which you are requesting notes. It is imperative that each column be completed. Incomplete forms will result in delayed scheduling of notetakers.

Submit to: dgiroux@drew.edu

Name of student: _____

Semester: _____

Course Name	Course Number	Course Section	Instructor

Please note: Students in your classes will be asked (anonymously) to serve as paid note-takers. Occasionally, after several unsuccessful attempts to secure note-takers, including a request that the instructor announce the paid position to the class, you may be informed that a note-taker cannot be secured for you and other notetaking alternatives will be suggested i.e., smartpen, voice recorder, etc.