

INSTRUCTOR'S FORM:

This form should be completed and returned by the instructor

Instructor's Name		Instructor's Phone Number	
Instructor's Email			
Student's Receiving notes : L-Number			
Does the student wish to remain anonymous? (Yes or No)			
How will the notes be given to the student?	-Note taker emails notes to ARO -Note taker gives notes to professor to give to student -Note taker gives notes directly to student (this will only occur if student has waived their anonymity)		

BY SIGNING BELOW, I UNDERSTAND THAT THE ABOVE STUDENT WILL RECEIVE COPIES OF NOTES FROM THE NOTE –TAKER THAT HAS VOLUNTEERED.

PLEASE SIGN:

Instructor's Signature:
Date:
Note-taker's Name:
Course (ex. PSYC 101):

Please direct all note-taking questions to the Accessibility Resources Office, ext.2391 or accessibilityresources@longwood.edu