

Disability Resources & Services
1301 Cecil B. Moore Avenue
100 Ritter Annex
Philadelphia, PA 19122

phone 215-204-1280
fax 215-204-6794
email drs@temple.edu
web www.temple.edu/disability

Notetaker Request

Dear Faculty Member:

Disability Resources and Services (DRS) is requesting your help in locating a volunteer in this class willing to share a copy of class notes with a classmate who has a disability.

Please identify a competent student and match that student with the person who needs to get notes. The attached announcement may be useful if you need to request volunteers from the entire class. If a reliable volunteer cannot be located this week, please let us know so other arrangements can be made. DRS staff can be reached at drs@temple.edu, 100 Ritter Annex on Main Campus, or by phone at 1-1280.

Thank you for your cooperation.

NOTETAKER REQUEST ANNOUNCEMENT

Disability Resources and Services is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.

Student Notetaker Request

Dear Student:

To help you get the most benefits from your need for notetaking services, please review the following steps:

- discuss your need for sharing a copy of notes with your instructor who can help recruit a volunteer.
- meet with classmates who are willing to help and arrange a mutually convenient way to make and receive copies.
- list the name and address of your notetaker with DRS staff so formal acknowledgment can be processed later in the semester.
- let your teacher and DRS staff adviser know *immediately* if you are not satisfied with notes or if you are not able to connect with a consistent notetaker.
- ask the DRS secretary at 100 Ritter Annex if you need photocopying or carbonless paper.

The use of volunteer classmates who are capable and interested in sharing copies of class notes has been effective at Temple University for several years. If this process does not work for your particular need, it is crucial that you explain the situation to your DRS adviser so that other arrangements can be provided. If you have any questions or problems regarding notetaking or other academic adjustments, please talk with your DRS adviser as soon as possible.

Best wishes for a successful semester.

Volunteer Notetaker Information

Dear Student Volunteer:

Thank you for agreeing to share a copy of your class notes with a student in this course. Disability Resources and Services (DRS) appreciates your cooperation and your generosity in this effort.

Please complete the form at the bottom of this page and return it to DRS. We will send you a letter of appreciation for your efforts toward the end of the semester.

To make this notetaking service most beneficial to everyone involved, review these tips for sharing notes effectively.

- Review the online notetaking tutorial at <http://www.netac.rit.edu/onlinenotetakertraining.html>
- Write clearly and leave space for notes at a later time. If abbreviations or codes are used, include a legend on the first set of notes.
- Include all important information in the notes you will be sharing, even if you know these points already.
- Arrange for backup notes if you expect to be absent from class. DRS encourages students to use two or more sets of notes so that all important points can be included.
- Use carbonless paper or arrange for photocopying notes on a daily basis. DRS can provide paper or photocopying for you upon request.

Please complete this form and return it to DRS at 100 Ritter Annex.

VOLUNTEER NOTETAKER DATA

Name _____ TUID _____

Address _____ Phone () _____

City, State and Zip _____

E-mail _____

Course _____

Student Receiving Notes _____

Date _____