

VOLUNTEER NOTE TAKER

Dear Valued Instructor,

This letter is to introduce you to _____, a student in your course. This student is a registered participant with the Disability Resource Center. The nature of this individual's disability(s) makes taking written notes in class difficult. We request your assistance in identifying a student in your class who is willing to volunteer a copy of their notes for the above student. As confidentiality is of great concern for many students' with disabilities, we ask that you do not use the student's name when making the request to the class. We suggest one of the following procedures:

1. Please read the following announcement to your class:

"There is a student in our class who needs assistance with note taking. Would someone who is already taking notes be willing to share a copy of their notes with your classmate on a voluntary basis? Notes can be share in a variety of ways; typed notes emailed to student/DRC office, photocopy notes in DRC, or use NCR carbon copy paper for easy duplication. If you would like to assist, please see me after class and I will give you the details."

OR

2. Select a student from the class you believe could be of assistance and speak to that student privately outside of class time and out of earshot of classmates.

Once the volunteer has been identified, please see how they would like to provide the shared notes:

- Typed Notes – emailed to DRC office (drc@norccollege.edu) or emailed to student at the end of class.
- Photocopy of Notes – bring personal notebook to DRC office so the staff can photocopy the notes.
- NCR paper – use the special NCR carbon copy paper to take notes, bring the notes to the front of the class at the conclusion of lecture. Notes will be left for the student requesting the service.

In the event that a note taker cannot be found, limited funds are available for this assistance. Please contact the DRC office.

Thank you very much,
Disability Resource Center
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Email: drc@norccollege.edu
Video Phone: 951-951-547-1178