Volunteer Note-taker - Faculty Procedures

The student identified on the cover letter has a verified disability that makes notetaking difficult or impossible. Please utilize the follow procedures to assist our office and the student in obtaining a note-taker for the semester. Note-takers should be obtained by the 3rd week of the semester. If one is not, our office will contact you to obtain one.

Maintain the Student’s Privacy:

- Legally, ALL information related to the disability and the individual with a disability must remain confidential.

Announce for a volunteer in your class, until one has been obtained:

- Announce the need for a volunteer notetaker in class. (In person is best, email/blackboard is okay.) (Please continue to announce for a volunteer, each meeting time, until someone volunteers.)
- Wait for someone to volunteer. (In almost all cases a student will volunteer to share his/her notes.)
- **Note**: If there is more than one student with SSD, in your course needing this accommodation, **one notetaker is sufficient**.

Example for class announcement:

“A student in this class has a disability that makes it difficult or impossible to take notes. Is there someone in class willing to share their class notes?”

[PAUSE … If no one responds, please add]:

“Volunteer notetakers may be able to receive priority registration for a future semester.”

Please hand the volunteer the attached **Instructions to Note-taker** half sheet.

- THAT’S IT! The form will instruct the volunteer to contact Services for Students with Disabilities for further information.

Can we assist you?

If no volunteer emerges, or if you have any questions about these procedures, please contact the note-taking coordinator, Belen Vera in the Services for Students with Disabilities office at 278-2811 or email ssdnotetaker@mail.fresnostate.edu or belenvera@csufresno.edu.

Thank you very much for your assistance!