

## 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 3<sup>rd</sup> 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](mailto:ssdnotetaker@mail.fresnostate.edu) or [belenvera@csufresno.edu](mailto:belenvera@csufresno.edu) .

**Thank you very much for your assistance!**