Note Taking
Faculty Class Announcement

Dear Instructor,

The Disability Resource Center (DRC) has determined that access to complete classroom notes for your course lectures is a reasonable accommodation for me. I would like to collaborate with you to coordinate this accommodation which will support my learning in your class.

There are several ways in which we can arrange for my access to good quality lecture notes:

- Notes posted openly on the class D2L site or another Website
- Notes provided by a preceptor or TA
- Copies of your notes

If we can’t arrange for one of these options, please assist me in locating a classmate who would be willing to share his/her notes by making the following announcement at the beginning of TWO CONSECUTIVE class periods:

If you take clear, concise notes and are willing to share a copy with a student with a disability, please meet me and the student in the front of the room right after class ends today. OR you can e-mail me, and I’ll put you and the student in touch directly. DRC will formally recognize your volunteer service at the end of the semester. Thank you.

Please do NOT include my name as part of the announcement. I’ll check in with you after class to, hopefully, meet the note-taker. I can then work with him or her to arrange for the best way for us to coordinate sharing notes.

If we do not locate a volunteer through this announcement, we can contact the DRC for further assistance. There is more information available about note-taking services on the DRC Website (drc.arizona.edu), or I’d be happy to talk with you more about how I learn.

Thank you for your assistance.

Student