To: Instructors Providing Note taking Assistance for Students with Disabilities

Re: Volunteer Note Taker as an Academic Accommodation

The Office for Students with Disabilities is sincerely thankful for the successful implementation of accommodations for UTA’s students with disabilities. You probably rarely hear how grateful our students are when you take the steps necessary to help them receive equal access to UTA’s programs and classes. Because we do hear words of thanks for those academic accommodations that make a difference, we wish to pass on a sincere “Thank you.” We would also like to go one step further in making the implementation of required accommodations even smoother by establishing a regular procedure to produce copies of class notes for students with disabilities who cannot take notes by traditional means.

Please take the following steps when a student comes to you with a signed letter from our office specifying, “assistance in securing a volunteer note taker” as an accommodation.

1. During the first week of class, ask for volunteers or select key individuals you know in the class who would be willing to have their notes copied at no cost in the Adaptive Resource Center. Also request an alternate note taker.

2. Once volunteers have been found, discreetly ask the student with a disability if he or she would like to meet with the note taker to arrange the transfer of the notes. **IMPORTANT:** The student receiving the notes does not have to disclose the disability to anyone other than the Office for Students with Disabilities. If he/she does not wish to meet the note taker and would like the note taker to leave the notes with the instructor or at the Adaptive Resource Center (ARC) in 101 University Hall, for later pick-up, that may be to preserve their anonymity.

3. The student receiving the notes needs to decide if he or she would rather have the note taker use carbonless copy paper (NCR paper provided at no cost in the ARC) or use the ARC copier to copy and/or enlarge the notes, which may be required for visually impaired students.

4. Once the arrangements for the exchange of notes has been decided (either by the instructor, if the student does not wish to disclose the disability, or by the student if he/she does not mind if others know he or she is using a note taker) it is a good idea to ask the student receiving the notes if they are complete and legible. If not, it may be necessary to use the alternate note taker or locate another note taker.

Again, thank you for your time and attention to this matter and feel free to call our office at 817-272-3364 should you have further questions.

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