



## NOTE-TAKER REQUEST FORM

*(Please fill out one form for each class)*

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Date: \_\_\_\_\_ EMPLID #: \_\_\_\_\_

Semester \_\_\_\_\_ Name: \_\_\_\_\_

Name of class: \_\_\_\_\_ Phone #: \_\_\_\_\_

Instructor's name: \_\_\_\_\_ Time of class: \_\_\_\_\_

Please list student names that might be interested in taking notes for you:

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The Accessibility Support Office will notify you when a note-taker has been found.

You are always encouraged to discuss this need with your instructor, as they may be willing to provide you with copies of their class notes.

**You are responsible for picking up notes on a weekly basis from the Accessibility Support Office once a note-taker is found.**

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This section is for office use only:

Contacted instructor:  Yes  No

Contacted potential note-takers:  Yes  No How many \_\_\_\_\_

Notified student note-taker has/ has not been found:  Yes  No

Comments:

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