Guidelines on Student Note Taking Accommodations

Some students registered with SSD are approved to receive a copy of class notes as an academic accommodation related to the student’s disability. These notes are intended to be a supplement to the student’s own notes and not a substitute for class attendance.

Students can make their own arrangements for note taking or can request the instructor’s assistance in securing a volunteer note taker. Students have varying concerns about confidentiality and level of comfort with the volunteers knowing who they are. These are the types of issues that are important to clarify with the student. If the student has not met with you to talk about accommodations, please encourage him/her to do so.

If the student requests assistance in finding a note taking volunteer, you can make the request via e-mail to the class roster or verbally in class. **You should always keep the student with a disability’s name confidential.** The following statement may be helpful in making the request:

*Services for Students with Disabilities is seeking the assistance of students to serve as volunteer notetakers. If you are a good notetaker and interested in helping other students, please contact me after class. Serving as a volunteer will require no extra work or time and volunteers may be eligible to receive service hours.*

If you have any questions about this process or have difficulties with the options presented, please contact the Coordinator listed in the last paragraph of the student’s accommodation letter at 512-471-6259. You may also contact SSD at ssd@austin.utexas.edu.

NEW! Use SSD’s online module to get notes!

Starting in the Fall 2016 semester SSD is implementing an online module that will allow volunteer notetakers to easily upload notes that will be available for a student with a disability to download at their convenience. This new system will streamline the notetaking process and allow the notetaker and student with a disability to exchange notes without the instructor’s involvement and while maintaining confidentiality of both the notetaker and student with a disability.

If a student expresses interest in being a volunteer notetaker, please direct them to the SSD website where they can complete the Volunteer Notetaker Application. Once a student has been approved as a notetaker they will be notified if their services are needed and they can then begin uploading their notes after every class.

Students who serve as volunteer notetakers are eligible to receive service hours through SSD at the end of the semester.

For more information, visit the Faculty/Staff section of the SSD website: [http://diversity.utexas.edu/disability/](http://diversity.utexas.edu/disability/)

Thanks for ensuring students with a disability have equal access to your course!