



## Notetaking Assistance Accommodation

Some students registered with Services for Students with Disabilities (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 may elect to make their own arrangements for note taking assistance, or may request the instructor's assistance in securing a volunteer notetaker. After a suitable notetaker is located, please direct them to the information at the bottom of this page. From there, SSD will facilitate the process through our Web Portal.

### Instructors:

Ask the class for a volunteer who can provide their notes to a student who needs notetaking assistance. If the student requests assistance in finding a volunteer please make the request via e-mail to the class roster, post a notice to canvas, and/or verbally in class. If your TA is assisting in finding a volunteer, please make a copy of this handout for them to reference. **The student's name with a disability should always be kept 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 little extra work or time and volunteers will be eligible to receive volunteer hours in appreciation for their time.*

If you have any questions about this process or have difficulties with the options presented, please contact SSD at 512-471-6259 or [ssd@austin.utexas.edu](mailto:ssd@austin.utexas.edu) and address your inquires to the Disability Coordinator listed in the last paragraph of the student's accommodation letter. You may also visit the Faculty/Staff section of the SSD website: <http://diversity.utexas.edu/disability/> for more information.

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



### Prospective Volunteer Notetaker:

Thank you for your interest in becoming a volunteer notetaker with Services for Students with Disabilities (SSD)! By sharing your notes, you are ensuring a classmate has full access to the notes and material in class. Visit the Student Volunteer Notetaker page of the SSD Website where you can find the **Volunteer Notetaker Sign-up Form**: <http://diversity.utexas.edu/disability/student-notetakers/>

Students who serve as volunteer notetakers are eligible to receive volunteer service hours through SSD at the end of the semester. Tell your friends, anyone can help!