

# Instructor's Information:

## **RESPONSIBILITIES:**

- Designate one person to supply his/her notes for students approved for this accommodation in your class. Below are some suggestions for doing this:
  - Make an announcement without identifying the student needing the service, that a note taker is needed:  
“The Accessibility Resources Office is seeking a student that will provide copies of his or her notes for this class. In return the student can receive certification for 15 volunteer hours for this course. You must take good notes that are easy to read and you should attend class regularly. If you are interested contact me as soon as possible.”
  - Approach a student that you believe would best fit the role and request assistance in filling the vital class need.
  - Ask if the student already knows of a classmate willing to supply copies of their notes.
  - You may choose to supply the student with copies of your notes, course outline, or review his/her notes for appropriateness if a note-taker can't be found.
- Complete the Instructor's information page and send back directly to [accessibilityresources@longwood.edu](mailto:accessibilityresources@longwood.edu) or [schuttmb@longwood.edu](mailto:schuttmb@longwood.edu)
- If the student who is receiving notes wishes to remain anonymous, be sure that you have indicated this on the instructor's form.
- This form can be found on our website. Look under accommodations, then note taking. <http://www.longwood.edu/accessibility/accommodations/notetaker-services/>