Disability Support Services

**Request for Volunteer Note-taker**

**Procedure for Volunteering:**

As the professor, please request a student note-taker in the classroom after receiving an accommodation form with this document attached. **The student with the disability is NOT to be identified in the classroom.** The following script is provided to assist you in requesting a peer note-taker:

**“This class requires a student to take notes each class period. The note-taker selected will receive either $45 in Bear Bucks, a UNC Hoodie, or a Certificate for 45 Service Hours. The Note-taker must have a GPA of a 3.0 or Above. Please see me if you are interested in volunteering. ”**

Many students with disabilities require the assistance of a note-taker due to difficulties that interfere with their ability to take adequate notes. The note-taker agrees not to use their computer for anything other than class related material. In addition, please notify DSS if the attendance of the student receiving notes becomes a concern. This accommodation does not serve as an alternative option to attending class.

The student volunteer is required to take notes on their laptop/tablet and upload them directly to the DSS Google Drive. As the professor, provide the volunteer note-taker with the green strip of paper attached to this document. It includes a link that directs them to our website with instructions.

In the event that you are unable to find a volunteer note-taker within 1-week of receiving the accommodation form, please contact our office as soon as possible. It is imperative that students are receiving their accommodations, as it is their legal right.

[DSSTechnology@unco.edu](mailto:DSSTechnology@unco.edu)

Disability Support Services

Division of Academic Affairs

Michener L-80, Campus Box 139

Office: 970 351-2289

FAX: 970 351-4166