Note-Receiver Request Form

The following steps must be completed <u>EVERY SEMESTER</u> to request note-takers:

1) Provide a copy of your accommodation letter to your professor(s) every semester, ideally during the first week of each semester. When providing your accommodation letter to your professor(s), the two green half-sheets must be attached to your accommodation letter for the classes you need note-takers in.
2) Complete the "Note-Receiver Request Form" at DSS (Michener L-80) or online at **http://www.unco.edu/disability-support-services/accommodations/note-taking.aspx**
3) Once note-takers are identified within your requested classes, you will receive an email with a link to the notes for each of your requested classes.
4) Contact DSS (970-351-2289; DSSTechnology@unco.edu if you do not receive notes within two weeks of making your request for note-takers.

I have reviewed and understand the responsibilities and procedures for making a request for note-takers.

_____

Student Signature

Name:_____ Date:_____

Preferred Email:_____ Phone Number:_____

Courses you are requesting note-takers in:

Course #1:

Course Name/Number/Section (Example: PSY 101-001)_____

Day(s) & Time:_____ Location:_____ Instructor Name:_____

Course #2

Course Name/Number/Section (Example: PSY 101-001)_____

Day(s) & Time:_____ Location:_____ Instructor Name:_____

Course #3

Course Name/Number/Section (Example: PSY 101-001)_____

Day(s) & Time:_____ Location:_____ Instructor Name:_____

Course #4

Course Name/Number/Section (Example: PSY 101-001)_____

Day(s) & Time:_____ Location:_____ Instructor Name:_____

Course #5

Course Name/Number/Section (Example: PSY 101-001)_____

Day(s) & Time:_____ Location:_____ Instructor Name:_____