

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.

Gabe Christie
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