



**Middle Georgia  
State University**

Disability Services Office  
Phone: 478.471.2985  
Fax: 478.471.5730

## **Disability Services Notetaker Assistance**

### **Attention Faculty Member:**

As an accommodation, this student is approved for a notetaker. Notetakers are needed to assist students with a variety of disabilities and are in no way intended to lessen the student's academic responsibilities. Notetakers allow the student to participate in class by focusing on the instructor. Notetakers are not a means of absolving students from unexcused absences from class.

The student may attempt to obtain a notetaker independently. However, assistance in locating a notetaker may be needed. If necessary, please assist this student. The Disability Services Office relies on student volunteers in class to assist students with notetaking.

### **Suggestions for making a request:**

1. Announce the need for a student to share his or her notes. Due to confidentiality laws, the student has the right **not** to have his or her name disclosed.
2. Notetakers should be those students who attend class regularly; take good, legible notes; and are willing to arrange for a substitute, if necessary.
3. The Disability Services Office will provide NCR paper for the volunteer or will copy a classmate's notes depending on student and notetaker preferences. If confidentiality is an issue for the student, arrangements need to be made so the student's identity is kept confidential. Please let Disability Services know if assistance is needed with this request.
4. Your department secretary can provide the same assistance, if preferable.

Please contact our office with any questions. Thank you for your assistance!

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