# Note Taking Services Procedure

Disability Support Services (DSS) will assist in the coordination of volunteer peer note takers for students with a documented disability who have been approved for this accommodation through the DSS Office. The following identifies the responsibilities of the student and DSS.

## Student Responsibilities:

1. You must contact and/or meet with your instructor to discuss recruitment of a volunteer peer note taker, unless other arrangements have been made. (Even though you should have requested in myDSS and the accommodation letters should have been sent).
2. You must attend class in order to receive notes. Notes will not be taken when you are absent, unless advance arrangements have been made with the DSS Office.
3. You will contact DSS immediately if there are problems locating a volunteer peer note taker or if there are any problems with the notes.

### DSS Responsibilities:

1. DSS will email you a letter outlining your approved accommodations.
2. DSS will provide volunteer peer note taking packet(s) and additional NCR paper.
3. DSS may arrange to photocopy notes if NCR paper is not acceptable.

#### **Notes**

* + Note taker packets contain NCR (non-carbon copy) paper. When your volunteer peer note taker writes on the top (white) sheet, the notes will transfer to the bottom (yellow) sheet, which can then be given to you.
  + The NCR paper provided is of high quality. If the NCR paper is left in a stack, writing will bleed through several sets, ruining the ability to clearly read the notes. To avoid this, please use the cardboard sheet provided in the note taker packet to separate the top NCR set from the remainder, or only use one set at a time on a hard surface.
  + NCR paper is expensive and is only to be used for classroom notes.
  + Note taking packets and additional NCR paper are available in the DSS Office.
  + If appropriate, you should continue to take your own notes.

**Student with Accommodation:**

How do I get a volunteer peer note taker?

Clark College uses volunteer peers in your class to provide notes.  The Disability Support Services Office will provide NCR paper (carbonless, 2-part, lined notebook paper) or make photocopies of the notes.

You have four options for obtaining a volunteer peer note taker:

1. Your accommodation letter asks the instructor to make an anonymous announcement in class asking for a volunteer peer note taker.
2. You can ask a student in class directly if he or she would be willing to take notes for you.
3. You can ask the instructor to recommend someone for you to approach and ask.  It is possible that the instructor has had some of the same students in past classes.
4. You can ask the instructor to ask a specific student to volunteer, either based on your recommendation or the instructor’s.

It is imperative that you contact the DSS Office immediately if:

* You have difficulties finding a volunteer peer note taker;
* You feel the notes are not adequate;
* The volunteer peer note taker does not attend class; or
* You do not feel comfortable or able to use one of the above four approaches.

*This informational sheet is included in the note taker packets available at the DSS Office.*

**INSTRUCTOR:**

Volunteer Peer Note Taker Announcement

Dear Instructor,

A student in your class has a documented disability that impacts his or her ability to take comprehensive notes for himself or herself.  The Disability Support Services Office is requesting your assistance in locating a volunteer peer note taker.  The student does not want to be identified to the class, so please read the statement generically as written below.

Thank you,

Megan Jasurda, Disability Support Services Director

**“**Disability Support Services has asked that I make the following announcement to the class**.**

A student in this class has a documented disability that impacts his or her ability to take comprehensive lecture notes.  The Disability Support Services Office is requesting that someone, preferably two of you, volunteer to share your notes.

You do not have to do anything different than you would do for yourself, unless you choose to.  The Disability Support Services Office will provide you with NCR paper.  NCR paper is a carbonless, 2-part, 3-hole-punched, lined notebook paper.  After you have completed the class for the day, you keep a copy and give the student with a disability the other copy.  This way you do not have to go in search of a copy machine.  If you would rather not use this FREE paper and want to use a copy machine, the Disability Support Services Office will make copies for you.

Is there anyone who would be willing to volunteer his or her notes?”

If yes - then hand the student(s) a packet.

If no, say - If you are interested, but are not sure of the process or requirements or have questions, please contact the Disability Support Services Office in PUB 013 for further information.

*This informational sheet is included in the note taker packets available at the DSS Office.*

**VOLUNTEER:**

I have volunteered to take notes - Now what?!

Thank you for volunteering to be a peer note taker.  Your service is very much appreciated.

Here is a starter amount of NCR paper.  This carbonless paper is very sensitive and will copy through several sheets.  To avoid this, do not stack the sheets on top of each other when writing.  Use one set at a time on a separate writing surface or place the thin cardboard sheet provided in this packet directly underneath the current set you are using.

If the student did not identify him or herself to you or the instructor did not identify the student,

[check] the student will approach you after this class is over and introduce him or herself

OR

[check] the student wishes to remain anonymous.  Please drop off the notes at the Disability Support Services Office in Penguin Union Building (PUB), room 013.

*Additional tips:*

* Use a ballpoint pen.  Mechanical pencils or regular pencils do not copy well.
* Be as neat and clear as possible.
* At the top of each page of notes write the date and page number.

If you would like a letter of reference outlining your volunteer experience and time, please contact the Disability Support Services Office in Penguin Union Building (PUB), room 013 or call (360) 992-2314.

Volunteer peer note taker responsibilities and rights:

* I will not release information about the student to anyone, including the student's name.
* I will be discrete in my contact with the student to protect his or her confidentiality.
* I will not inquire about the student's disability, except as it may relate to the way in which I take notes.
* I will inform the instructor if I know I will be absent from class, so other note taking arrangements can be made.
* I am not required to provide notes to the student with a disability if he or she is absent from class and has not made prior arrangements.  There may be times when the student knows he or she will be absent from class (i.e., dentist appointment) and asks you to take notes for that day.  This situation is appropriate, as any student would have this option.
* I may be asked to clarify my notes, but I am not expected to tutor the student in this course.
* I will contact the Disability Support Services Office immediately if I am experiencing any problems related to my note taking or the student.