

ODS Note Taker Agreement Form

Please read the guidelines below, complete this form, and return it to the Office of Disability Services.

Class Information	
Semester	
Academic Year	
Course Number & Section <i>(ex: PSY 2010-01)</i>	
Day(s)	
Time	
Instructor Name	

<i>To be completed by:</i> Student Receiving Notes	
<p>As a student receiving notes, I accept the responsibility to:</p> <ul style="list-style-type: none"> ✓ Maintain a respectful and professional relationship with the note taker ✓ Arrange the time, location, and method of receiving notes with the note taker ✓ Bear the expense of copying the notes (email is suggested delivery method) ✓ Maintain academic integrity and refrain from sharing copies of notes with other students ✓ Notify the note taker and ODS immediately of changes in my schedule or phone number 	
Name (Print)	
Signature	
Date Signed	
UID	
WSU Email Address	@wright.edu
Phone Number	

Note Taker Guidelines

Thank you for agreeing to be a note taker. You are enrolled in a class in which a student with a documented disability qualifies for the accommodation of copies of class notes.

In exchange for providing your notes, the Office of Disability Services will provide you with compensation as a student employee, depending on the length of time notes are provided. You will receive a predetermined amount **per course** for which you are providing notes, **not** per number of students to whom you are providing notes.

<i>To be completed by:</i>	Note Taker
<p>As a note taker, I accept the responsibility to:</p> <ul style="list-style-type: none"> ✓ Submit student employee paperwork to Career Services (E334 Student Union) ✓ Respect this student's right to privacy by keeping his or her name and all information regarding his or her disability confidential ✓ Provide notes to the student for <u>all</u> sessions of the class listed above ✓ Provide notes to the student at the arranged location and time, and in the arranged method ✓ Notify the student and ODS immediately of changes in my schedule or phone number ✓ Submit a timesheet within one week of the final week of classes 	
Name (Print)	
Signature	
Date Signed	
UID	
WSU Email Address	@wright.edu
Phone Number	

Arrangements for **copying and delivery of notes:**

- The student and the note taker should make arrangements for the copying and delivery of the notes (at the end of class, by the next class meeting, paper copies, email digital files, etc.).
- Students and note takers should exchange emails using their secure WSU email addresses **ONLY**.
- It is always the responsibility of the student **receiving** notes to pay for the copying of notes (if print copies are requested by the student). Email is the suggested method of delivery.

Questions or concerns?

Please contact the Office of Disability Services at (937) 775-5680.