

CONFIDENTIAL STUDENT INFORMATION

Date

Dear Professor,

You will be having a student in your class who is unable to take his/her notes because of a disability. At this time, I am requesting your assistance in securing a notetaker from within your class. To protect the rights of the disabled student, and considering the sensitive nature of the issue, I recommend that the following steps be taken: during the first week of class, please inform your students that you need a volunteer, request that both the volunteer and the disabled student meet with you after class. At that time, instructions can be given and information exchanged between the students.

The student who becomes a notetaker should report to the Center for Access and Success to complete the appropriate paperwork in order to be paid. The paperwork must be completed within two weeks of the initial contact. The notetaker will also be provided with carbon-copy paper to take notes. The Center for Access and Success is located on the ground floor of the Group I building in room 016. The notetaker will present the notes to the student at the end of each class and give any necessary explanations. The notetaker will receive a stipend of \$150.00 for the course.

If you have any questions or concerns, please contact me immediately at x8062.

Sincerely,

Diane Clausen  
The Center for Access and Success

September 2007