

## Lecture Notes Request Form

### Directions:

- 1.) Please feel free to ask a Disability Services staff for assistance on the use of this form. In order to effectively provide copies of lecture notes, we need to use the following methods.
- 2.) Be sure you have given the professor a copy of your "Adjustment Notification Memo." If you need a copy of the memo get one from the Disability Services coordinator (Mark Johnson). Be sure you have signed a current version of the "Agreement for Copies of Lecture Notes" and understand its conditions. If you haven't signed one or can't recall what it said, ask a staff for a copy of the agreement.
- 3.) Fill out the box, below, and turn in this completed form to Disability Services. Use a separate form for each course from which you want to receive copies of notes. (The form is only necessary to get copies of lecture notes started, is it not needed for each day of class.)
- 4.) Either recruit a dependable classmate for the "Note Taker" position yourself, or ask the professor to recruit one. The classmate will be paid \$25 per credit in a lump sum when the academic term ends. If recruiting the classmate yourself, tell the classmate to go to Disability Services so the office can have the classmate sign a contract.
- 5.) Once a suitable classmate has been recruited your notes should be available within 3 days. Notify a staff (as soon as possible) any time copies of notes aren't available as expected or if there is any other problem with this accommodation.
- 6.) If it seems the copies of notes are not of high quality, or you're not sure of the quality, show them to the professor and ask for the professor's opinion. If the professor finds the notes are of poor quality, ask to have another Note Taker recruited and notify Mark Johnson about the matter. Please also inform Mark Johnson if you are only receiving copies of the professor's power points or notes posted on the Internet.

Your name (please print) \_\_\_\_\_ Falcon ID # \_\_\_\_\_

What is your lecture notes folder number in the Disability Services Office? \_\_\_\_\_ (Ask staff if you can't recall.)

Name of the course \_\_\_\_\_ Approximate start date: \_\_\_\_\_

Abbreviation of department that offers the course \_\_\_\_\_ Three digit course # \_\_\_\_\_

For **lecture notes**: Section \_\_\_\_ Professor's name \_\_\_\_\_ Credits \_\_\_\_

Days of the week this section meets \_\_\_\_\_ Class time \_\_\_\_\_

For **lab notes**: Section \_\_\_\_ Professor's name \_\_\_\_\_ Credits \_\_\_\_

Days of the week this section meets \_\_\_\_\_ Class time \_\_\_\_\_

Please check one of the following options for recruiting a classmate to be the Note Taker:

I will recruit a classmate myself and send him or her to the Disability Services Office

I will ask the professor to recruit a classmate.

How can we contact you if necessary? Phone \_\_\_\_\_

Email \_\_\_\_\_

I agree to the methods indicated on this form, and understand and accept the conditions outlined on the Lecture Notes Agreement Form.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

↓ This Side For Office Use Only ↓

**Form Receiving Log**

Date this form received by DSrv \_\_\_\_\_

Did the student on front deliver form in person? **Yes No** If no, how was the form received? \_\_\_\_\_  
\_\_\_\_\_ Was front of form sufficiently filled in? **Yes No**

Signature of DSrv staff who received form \_\_\_\_\_ Date \_\_\_\_\_

**Adjustment Implementation Log**

Describe important conversations in this box that occur with the professor, student who may have notes, or Note Taker regarding the adjustment for the course indicated on front. If the student describes a problem with the adjustment, ask him or her to fill out their section of a Lecture Notes Problem Solving Form (and attach all such forms to this form once the problem has been solved). Date and initial all entries.