

Note-Taker Instructions

Instructors:

Thank you for your assistance in recruiting a volunteer note-taker.
Please keep the DRD student's identity confidential from the class.
The note-taker may know the identity of the DRD student (with their permission) in order to provide class notes.
You may also consider instructor-provided notes per Universal Design for Learning.

For information on how to recruit a note-taker please see the back of this form

Volunteers:

Thank you for offering to share your notes with a DRD student.
Many volunteer note-takers are self-conscious, wondering if the quality of their notes will be good enough.
The notes need not be perfect, and will not be judged.
In reality, your help is more than appreciated!

Submit this form to the Testing & Support Services Center (maps on back).

A DRD Support Services Specialist will review note-taking procedures with you, and provide note-taking paper.

All Volunteer note-takers will receive a letter of commendation.

OPTIONAL: If you are interested in registering for a **Transferable Unit for Community Involvement**, the DRD Support Services Specialist will provide you with information on how to proceed.

****THIS FORM MUST BE TURNED IN WHEN YOU BEGIN NOTE-TAKING****

Deadlines exist to receive the Community Involvement unit.

To be filled out by volunteer note-taker

Date _____ Semester _____ SID# _____ - _____ - _____

Last Name _____ First _____

Phone Number _____ E-mail _____ @ _____

Course _____ Days & Hours _____

Instructors:

Announce to your class the need for a note-taker. If possible, show the note-taking video from the DRD web page or read the following:

“A student with a disability is requesting a note-taker for this class. The notes need not be perfect; no one is going to judge them. You will be given NCR (no carbon required) copy paper to take notes with or you may type and email your notes. The volunteer will receive a letter of commendation to attach to your resume or college application. The volunteer can also earn a transferable unit of Community Involvement, through the Work Experience department. Who would like to volunteer?”

After class, have a discussion with the DRD student regarding how notes will be delivered.

Students may wish to remain anonymous.

Give the volunteer this note-taker form and direct them to the **Testing and Support Services Center** for further instructions (maps & information below).

If no one volunteers in a timely manner, please refer the DRD student back to The Testing and Support Services Center.

Testing and Support Services Centers

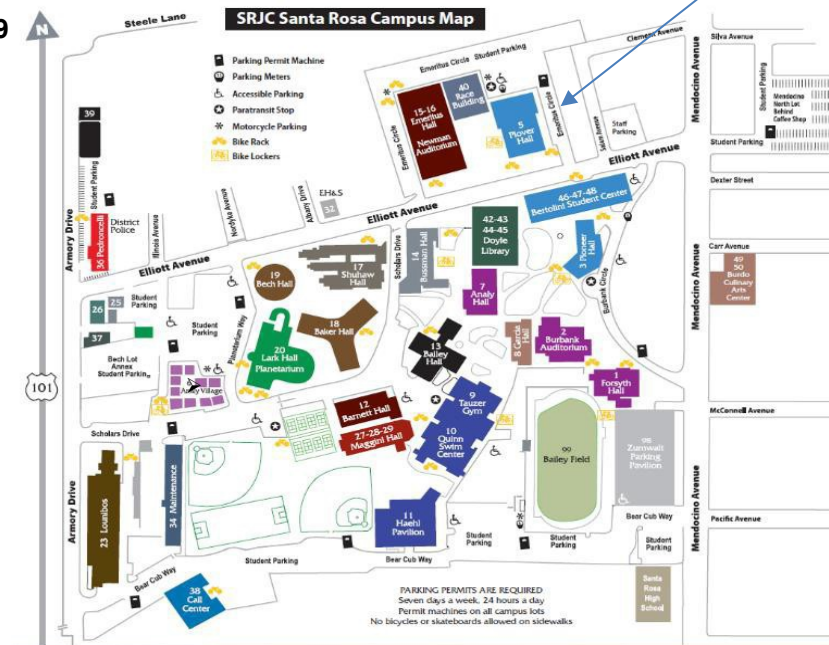
Plover Hall, room 559

Santa Rosa: Plover Hall, Room 559

Phone: 707-527-4581

Email: drd-testing-sr@santarosa.edu

M-Th 8-5; F 8-12



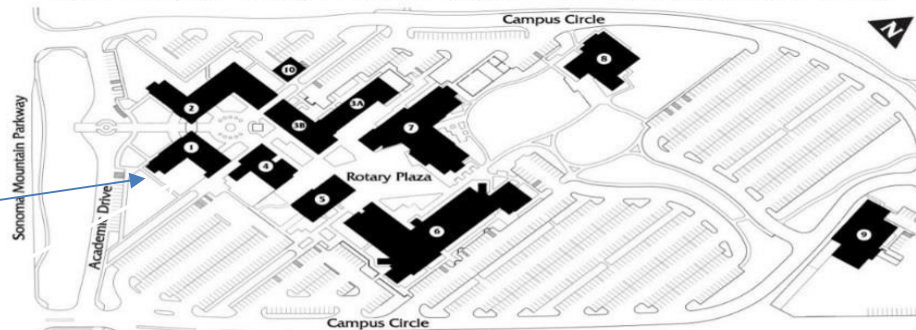
Santa Rosa Junior College, Petaluma Campus — 680 Sonoma Mountain Parkway

Petaluma: Jacobs Hall, Room 101

Phone: 707-778-4125

Email: drd-testing-pet@santarosa.edu

M-Th 8-5; F 8-4



Jacobs Hall, room 101

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|----|----------------------------|---|------------------------------|
| 1 | 100 John M. Jacobs Hall | 6 | 600 Richard W. Call Building |
| 2 | 200 Kathleen Doyle Hall | 7 | 700 Herold Mahoney Library |
| 3A | 300 E Wing (Art & Science) | 8 | 800 Physical Fitness Center |
| 3B | 300 L. Eljic Auditorium | 9 | 900 Maintenance Compound |